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TODAY'S SECRETARY

FOUNDED AS THE GREGG WRITER IN 1898
Volume 57, Number 6

February, 1955

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ON OUR COVER—As gay as the prettiest valentine is the lovely rosebud print blouse by Rhoda Lee. Its softly tailored lines and graceful gathers beneath the Peter Pan collar emphasize its frankly feminine flattery. Made of washable pongee. Sizes 32 to 38. In white with rose, beige with rose or blue. $3.98. At Oppenheim Collins, New York; Filene's, Boston; the Fair, Chicago; Broadway Department Store, Los Angeles.

Incidentally, the lovely old-fashioned valentine on our cover was lent to us by a friend who received it way back in 1902, when she was a little girl. During all our arrangements for the photographing, we guarded the valentine ever so carefully because we knew it had great sentimental value. Imagine our awe when we later discovered that each of the dozen or so valentines she had brought us was worth from $75 to $100 apiece because of their value as collector's items.

High-Flying Secretary

HOW WOULD YOU LIKE A JOB like Marion Johnson's? She's secretary to Paul Mantz, stunt flyer *extraordinaire* and operator of a chartered airplane service. Not only does Marion get to do a good bit of flying herself—including high altitude dictation—but she uses her home phone as the night listing for the office phone. She never knows when a call will come through during the early morning hours to ask that one of her boss's planes be used for an emergency flight to take a sick child to a distant hospital—or to help a famous Hollywood couple elope! To learn all about Marion's exciting job, turn to page 9.

Giving with Pleasure

ALL TOO OFTEN in any office there comes a time when there seem to be several occasions in a row that call for some kind of a gift collection. Jane is being married; Don is leaving; Ann is in the hospital. You want very much to contribute something to a gift for them, but your wallet is flatter than new-rolled asphalt. To help prevent this embarrassment, author Florence Gould has come up with some intelligent suggestions that will make office gift-giving the pleasure that it is intended to be. *(See page 12.)*

Where Do You Keep Your Purse?

IN YOUR TYPEWRITER WELL? Or in your lower right-hand drawer? If you do, you're putting it just where the office thief is most likely to look first. Turn to "Will You Be the Office Thief's Next Victim?" on page 13, to discover some of the tips the Washington police suggest to help you foil the would-be thief. A business girl works hard enough to earn her salary; she owes it to herself to take a few precautions to guard her purse.

Shorthand with an Oxford Accent

RECENTLY WE HEARD of the Stenographers' Club in England, which sponsors a magazine, circulating letters (you add a paragraph and send it on), shorthand correspondents, and so on. If you'd like all the details, write the Stenographers' Club at 87 Southmoor Road, Oxford, England. For membership, you have to be able to write at least 80 words a minute.

Convincing the Boss

IF YOU'VE BEEN TRYING to talk your boss into purchasing an electric typewriter to replace your manual machine, you'll want to send for a reprinted article that IBM is offering. It's just the ammunition you'll need. Entitled, "Electric Typing Doesn't Cost—It Pays," the article points out that typing production is increased as much as 50 per cent, for during an 8-hour working day a typist using an electric model can produce the same amount of work that a typist using a manual machine produces in 10 to 12 hours!

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"I should fit into your organization very nicely. I love money!"

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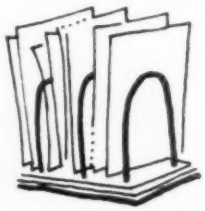
Tessie Asks The Ex

TESSIE: I'm so busy getting the experts to answer your questions these days that I've forgotten to get an answer to my own. What is the correct salutation for Valentine season? Merry Valentine? Happy Valentine? Oh, shucks, I remember! *Will you be my valentine?*

There may be special greetings for Lincoln's and Washington's birthdays, too, but beyond hoping that you get a day off from work, I don't know what the greetings are. If you do have a holiday, or two, here are some questions with expert answers you can ponder in your free time.



● TESSIE: Doctor Rosenberg, here's a young man with a problem for you. He says, "Recently, I took a telephone order for merchandise, and the person placing the order requested same-day shipment. With much difficulty the order was prepared and shipped that same day. The buyer now refuses to accept the merchandise. We know it arrived in good condition. Doesn't he have to pay for the merchandise, or pay shipping charges?"

ROSENBERG *(business law):* That depends. You see, under the Sales Act, an oral contract is binding. For instance, in New York, an oral contract up to $50 is valid; and in New Jersey, up to $500. The amount varies with each state. However, there is one condition that, it seems, would apply in this case: The vendor must prove that a contract was made. If a customer orders something over the phone, and the vendor cannot prove that there ever was such a phone call, there is no evidence of a contract; so the man is not obligated to accept the merchandise. In this event, the customer is morally responsible for payment, but not legally. Therefore, when accepting an order over the telephone, it is advisable to ask for an acknowledgment in writing. This written confirmation is binding.

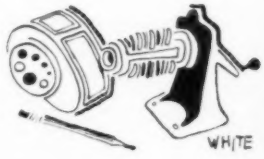
● TESSIE: Mrs. Strony, here's a young lady who says that even a Certified Professional Secretary doesn't know *all* the answers! (She is a CPS.) She writes, "I handle many letters from stockholders. Sometimes the stock is registered in the names of two people, as joint tenants, or as tenants in common. Frequently, these letters are signed 'John Smith and Margaret Smith.' There is no way of knowing whether these people are husband and wife, brother and sister, parent and child, or what.

"I've been ducking around the problem by addressing the letter to the first name written, using a salutation of 'Dear Mr. Smith,' and acknowledging the letter from 'you and Margaret Smith.' Could you suggest a better way of handling this little problem?"

STRONY *(secretarial practice):* This is a problem. I discussed the question with Miss Hutchinson, our expert on business English, just to be sure I wouldn't lead you astray. We both came up with the same answer. You may direct the letter to Mr. John Smith and *Ms.* Margaret Smith. *Ms.* is the designation suggested by the National Office Management Association (NOMA), when one does not know the marital status of a woman. Therefore, it would be perfectly proper to use this form whether the two people are father and daughter, brother and sister, or man and wife.

When you use a salutation, you would then use Dear Mr. and *Ms.* Smith. If you wish to be more formal in your salutation, you could use *Dear Sir and Madam.* Madam may be used whether the person is single or married.

I wouldn't worry about not knowing all the answers, even though you are a CPS. No one does. Like you, we just try to find out!



● TESSIE: Mr. Zoubek, a young man writes that he would like to get more information about the various opportunities open to men with a knowledge of shorthand. He is a student, and he would like to know whether the demand for male stenographers is great or small, and how and where he can market his talent.

ZOUBEK *(shorthand):* There is today a tremendous demand for male stenographers. Unfortunately, very few boys take shorthand now. This is too bad, for shorthand offers one of the best means of getting a foothold in business.

Almost every type of business is interested in male stenographers. All you need do is go to the personnel department of any large company to learn of the opportunities available. Hardly a week goes by that we do not have inquiries from employment agencies for

Questions on Experts

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Shorthand

male stenographers to fill good jobs.

Male stenographers are particularly in demand by the railroads and by the government, where stenographers must often do a good deal of traveling.

I hope that you pursue your study of shorthand—you'll never regret it.

● TESSIE: Miss Hutchinson, a secretary in New Jersey writes, "Suppose a firm is regularly referred to, when speaking or writing, as Richards'. Then the following phrase is dictated, '. . . and we have previously taken care of Richards' financing.' Would you write this possessive as I have? Or how can you indicate the possessive of a possessive?"

HUTCHINSON *(business English):* Without knowing the full name of the firm

that you say is commonly referred to as "Richards'" it is a little difficult to answer your question.

Fairly frequently, a proper adjective ending in *s* is mistaken for a possessive. For example, if the name were J. Richards & Company, then such a phrase as "the Richards survey" does *not* take the possessive. However, "Richards' policy on personnel" or "Richards' financing" would.

The test for deciding whether the possessive is required or not is to substitute some other name not ending in *s* and decide whether that would be possessive. For example, you would say "the Smith survey," but "Smith's financing."

● TESSIE: Dr. Lloyd, one irate reader wants to know what makes her typewriter keys stick.

LLOYD *(typewriting):* There could be a number of things that cause a typewriter's keys to stick:

(a) Could be that the type bars have been bent (from being jammed and then carelessly untangled) so that they no longer slide exactly through the typing guide. To check this possibility, hold down the space bar and tap each letter on the keyboard. Any key whose type bar is bent will stick at the typing guide. Notice on which side of the guide the type bar rubs; then very carefully bend the bar slightly in the opposite direction.

(b) The operator's rhythm may be very irregular. A good remedy for this is to include in each day's warmup the typing of three or four copies of a line

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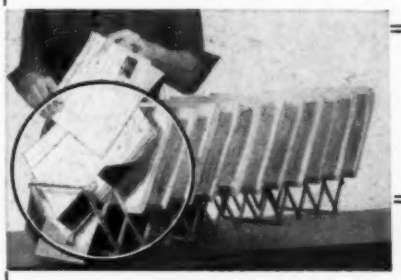

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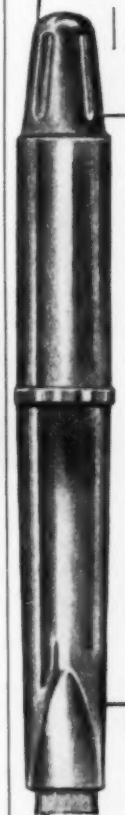

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of three-letter words or a line of four-letter words. The evenness of the rhythm helps one write more smoothly for a long while afterwards.

(c) Perhaps the operator is simply too heavy-handed and is holding the home-key position too firmly, with the result that the type bars of some of the home keys stick up and snag other keys.

● TESSIE: Mrs. Strony, here's a reader who has finished her business school course and will soon be seeking a job. She writes: "Articles in your magazine have indicated it would be proper for me to wear a hat at any job interview. I know you are correct, still I feel uncomfortable in hats; and they detract from my appearance. But I will wear one. The question is, do I leave the hat on all the time? Or do I take it off (messing my hair) if I'm asked to sit down at a typewriter and demonstrate my ability? Wouldn't leaving it on look as if I'm ready to fly away? Or, would it be a liberty to take it off?

"I'm in about the same predicament concerning gloves (though even I would know I had to take them off to type)."

STRONY *(secretarial practice):* Yes, our articles have emphasized that you wear a hat on a job interview; but not *only* on the interview. Preferably, it should be worn every day to the office.

It is interesting to note, as one makes comparisons of young women in key positions, that the file clerks and stenographers seems to dress one way, and the secretaries another. The higher the position the secretary holds, the more likely she is to wear a hat.

Businessmen have, at various times, complained that they hire a girl dressed one way, and the next week they don't recognize her because she feels she can wear anything after she gets the job.

When you take the test, it is perfectly proper for you to remove your hat.

As to gloves, I would remove them after you have been asked to be seated for the interview. Then, keep them on until such time as the interview is completed and you leave.

● TESSIE: Miss Hutchinson, a Wisconsin reader would like to know how to address correctly a divorced woman who has resumed her maiden name. She writes, "Mary Smith married John Brown. They were divorced, and she again resumed the name of Smith. Would her correct title now be *Miss* Mary Smith or *Mrs.* Mary Smith?

HUTCHINSON *(business English):* Mary Smith would use the title *Miss* before her name since she has resumed her maiden name.

THE CASE OF THE BOSS WHO DIDN'T REMEMBER

BY MADELINE S. STRONY

WORKING in a real estate office has proved very interesting and profitable to Peter Stevens. He had started with the firm two years before as a typist-stenographer. After several promotions and bonuses, he was now secretary to the two partners of the company. Since the partners spent most of their time on the outside with clients, Peter really ran the office. He was secretary, bookkeeper, office manager—the works. He liked his job and its location. The office was close to the evening school where he was starting his third year of college training.

Everything had gone well until just recently. Then, Mr. Palmer, one of the partners, started to develop a forgetful streak! At first, Peter thought he was at fault. Perhaps he hadn't made his messages clear, or maybe his reminder system was weak. He didn't even mind too much when Mr. Palmer called him on the carpet. Mr. Palmer hadn't kept an appointment with an important client, and he was sure it was Peter's fault. He said, "Don't you realize that it's your job to see that I don't forget?"

THE SECOND TIME that Mr. Palmer forgot an appointment with a client, Peter dropped everything and drove the client to the property in question. The next day, he left a report of his activities with Mr. Palmer, but he never heard a word from him about it. His other boss, however, said, "Good job on that Johnson deal, Peter. Mr. Johnson said we ought to give you more of that sort of thing to do. He said you performed just like a veteran."

Peter had no difficulty with Mr. Waters, the other partner; but Mr. Palmer's absentmindedness was becoming a real problem. In fact, his latest lapse of memory affected Peter directly and where it hurt. It affected his pocketbook.

Mr. Palmer, in addition to his real estate business, ran a small letter-writing service at home. Peter reported there every Saturday, and sometimes on Sunday, to make extra money for his college expenses. He did the typing, bookkeeping, duplicating, and all the tasks that went into the mail service.

When a job for the mail service was completed, it had been Mr. Palmer's custom to pay him in cash, immediately. But he had not paid for the last three jobs Peter had completed. He started to remind Mr. Palmer of the fact several times, and he was always greeted with, "I'm too busy now."

PETER NEEDED THIS MONEY. He was counting on it to pay his tuition! He wondered if Mr. Palmer really had forgotten, or if this was his way of showing he wasn't satisfied with the work. Peter wondered how he could bring the matter into the open when he couldn't even talk with Mr. Palmer.

Perhaps, as a result of his experience with Mr. Johnson, he should use Saturdays to try to sell some real estate. Mr. Waters told him that they could not spare him from the office during regular hours, but he for one was willing to have Peter try his hand at selling on week ends.

That was all in the future; in the meantime, however, what was he going to do to get that money from Mr. Palmer?

(If you were Peter, what would you do to help Mr. Palmer remember his appointments? And how would you remind him to pay you money he owes you without offending him? Compare your solution to Peter's, on page 51.)

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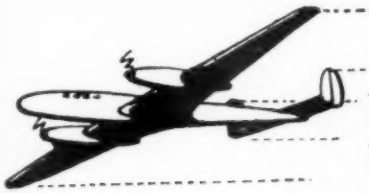
When your boss is a stunt flyer and operator of a chartered airplane service, you're sure to have a thrilling job—as Marion Johnson knows

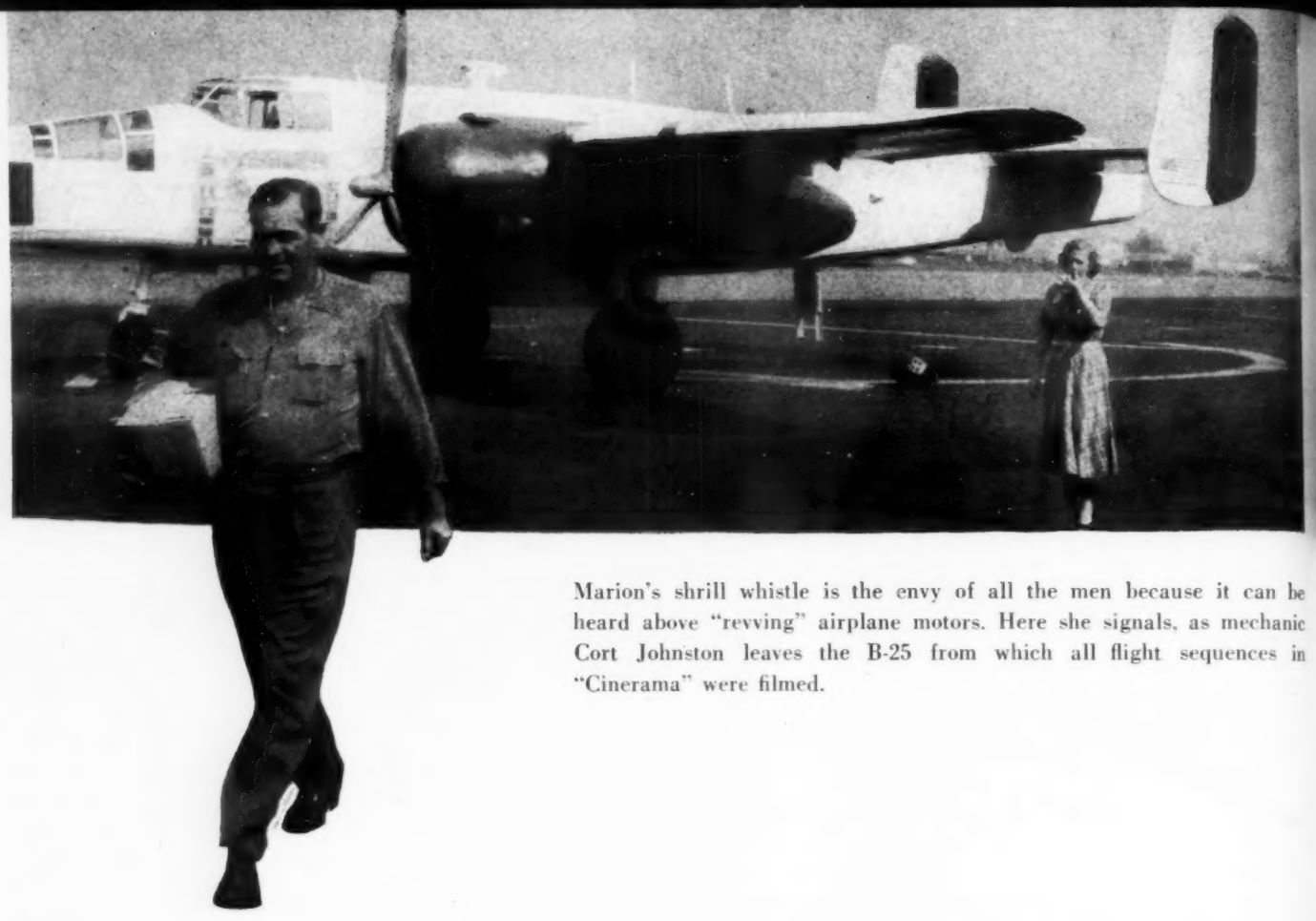
secretary to MR. WINGS

by Mary Markley



MARION JOHNSON has beautiful, vivid blue eyes that match the sky of the painted Mediterranean backdrop at the motion-picture studio where her boss does many of his difficult flying feats. In the six years Marion has worked for him, Paul Mantz has probably not settled down long enough to notice. But he does know that his down-to-earth secretary has the casual, friendly personality and the devotion to duty that the Paul Mantz Air Service thrives on.

This is understandable when you realize the pace Marion Johnson's boss keeps.



Marion's shrill whistle is the envy of all the men because it can be heard above "revving" airplane motors. Here she signals, as mechanic Cort Johnston leaves the B-25 from which all flight sequences in "Cinerama" were filmed.

He not only spends considerable time on motion-picture assignments (such as stunt flying, or piloting the plane that shoots aerial scenes like those you saw in "Cinerama"), but he also operates one of the best-known chartered airplane services in the country. Nor is life static for the trim, blonde secretary who came to him with plenty of aviation savvy of her own.

Marion grew up in the air-minded community of Glendale, California, and took her secretarial training at the junior college there. For five years she was the executive secretary of the Southern California Chapter of the National Aeronautic Association, a part-time job that gave her many contacts in her chosen field. For two years Marion and a roommate ran their own secretarial service, which soon became a sort of headquarters for aviation figures and for sales representatives who came to southern California to contact aviation people. One thing she learned then was that Paul Mantz had a reputation for service and a safety record unblemished from the start of his charter airline in 1929. She learned that in his stunting he was a precision flier, not a daredevil.

Marion's marriage to an aircraft engineer put an end to her secretarial service, however. She and her husband went to the Pacific Northwest and lived there for two years, completely out of touch with aviation and her old friends among the flying fraternity. Marion missed them with all the nostalgia of a homesick college freshman. "There's something about people who fly," Marion insists, though she can't quite put it into words.

So, when her husband made business connections in the "Southland" again, Marion knew that Paul Mantz would have all the news on "fly boys" and which of them might have a job for her. When she called him, he wouldn't tell her a thing—except that he himself was in dire need of a secretary who knew a thing or two about airplanes. She went to work for him almost at once. Although the records and files were a "mess" because he'd been without help for a while and, although she and Mantz couldn't agree about Saturday work, they proved to be such a good working team that soon Marion had everything ship-shape (or airplane-shape) and Mantz agreed to give her Saturdays off.

That was back in 1948 just after Paul Mantz had again won the Bendix Air Races—for the third straight year!

A map on the fuselage of the Mantz B-25 marks territory it covered in the filming of the first "Cinerama" production. The crew recently flew to New York to start work on a sequel. Yes, Marion flew along.

Photos by Paul E. Wolfe

Taking down the terms of contracts for motion-picture stunt flying constitutes a large part of Marion's dictation.

Marion Johnson was not surprised at the informal atmosphere she found in her new office. "Fly boys," though perfectionists in anything affecting their airplanes, are often very casual in their human relationships. She knew that they work until the job is done—not until the whistle blows—and they work with a camaraderie that appealed to Marion's innate friendliness.

Marion wasn't surprised to find the coat rack laden with Mae Wests, for life jackets are always carried on overwater flights. The yellow, padded sphere on her desk, with visor and long rubber snout would look like something from Mars to the uninitiated. But Marion Johnson recognized it: a crash helmet and oxygen mask belonging to a high-flying Lockheed jet test pilot (borrowed for use in a picture).

But the new Mantz secretary was in for some surprises, anyway. For one thing, she had no idea how hard it would be to communicate with her boss. Talking long distance to South Africa with a faulty phone connection (which she has done—and at five in the morning) isn't much more difficult than trying to carry on an unhurried conversation in the Burbank office. When Paul does stop in during the day, it is usually at a gallop, with Marion dogtrotting at his heels trying to tune him in on the latest problem.

After she has struggled over it an hour or so—perhaps trying to figure out how Paul can photograph a shiny, new Super-Constellation in flight over the Grand Canyon for TWA and still be standing by on a movie location in Utah the same day—Mantz likely as not will phone in from some small airport and ask, "Did you have something on your mind, Marion?"

Sometimes Marion finds her boss already at the office when she arrives at eight, even though he lives sixty miles away from Burbank. Paul starts his day at dawn or earlier and sometimes flies his Navion to work. On those days he will have gone over his mail, figured out the terms of a coming contract to dictate to Marion, and be all ready to start when he hears her car pull up. So Marion has to grab her pen and steno pad and start writing without stopping to take her jacket off, for Paul is impatient to be in the air again.

Sometimes Paul goes from home directly to Santa Ana, where his maintenance hangar is located, and

Marion steps out of one of the Mantz red-and-white airplanes after she makes a last-minute check of the charter passengers.

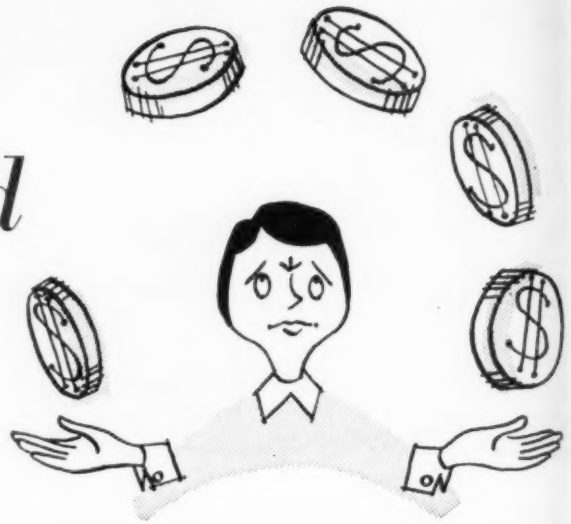
phones Marion that this will be her office for the day. Here his B-25 was converted to a camera ship by adding a large plastic nose through which pictures can be shot without distortion. Here, too, is Paul's famous collection of World War I airplanes.

Of course, Marion has taken dictation high in the sky. Sometimes when Paul is returning from a long trip, he will phone from a few hundred miles away and ask Marion to meet his plane at a certain airport so he can dictate the details of a movie contract, for instance, on the last leg of the trip.

Because Paul Mantz lives on a yacht anchored in the bay at Balboa, Marion occasionally goes to the Mantz boat with pen and notebook. One day she'll never forget. She had arrived at the office in a new, slim-skirted suit and high-heeled shoes because some VIP's were taking her to lunch at the Lockheed Air Terminal Sky Room. But came the call from Paul, and off to the yacht she went. Marion was *(Continued on page 43)*

Collections Limited

Some ideas to take the bite out of gift collections



BY FLORENCE B. GOULD

THE OCCASIONS for giving presents to business associates are often many and varied. So are reactions to the collections for these gifts. No matter how co-operative you want to be, there inevitably comes a time when these collections are hard on your pocketbook.

You may not want to be the first to refuse. And you may dislike the thought of being the first one to speak up about this embarrassing situation. But there's no reason for not giving out with some helpful suggestions.

IT IS USUALLY NECESSARY to establish rules governing collections. So you'll find these helpful whether your firm is large or small.

1. Part-time employees should not be included in gift giving.
2. Temporary help should not be included in gift giving.
3. A recently hired employee (anyone employed under three months) should not be included in gift giving.
4. In large firms, collections should not be made outside your own department.
5. Collections should be kept within reason, with fifty cents the maximum amount to be requested at one time.
6. On the other hand, the amount collected should not be so small that additional private contributions have to be made.
7. Collections should not be taken so frequently that they become embarrassing.
8. The amount given should not be entered next to the name of the donor. The list of names should serve only as a reminder to avoid asking the same person twice.

However, there is a way to simplify getting money for office gifts. The answer is to set up a gift fund. Then gift giving becomes practically painless.

In small groups, the occasions for gifts and donations may be so infrequent that 25c a week given to a fund would be enough to cover all gift-giving occasions. This small amount would be felt much less than if you were called on unexpectedly to donate a dollar every now and then.

In establishing this gift fund, you should decide on a maximum amount to raise—an amount sufficient to cover several gifts. Also, set a minimum amount beyond which the fund would be so low it could not function. Fifty dollars is usually a sufficient amount for a maximum in a small group.

This is the way such a fund works. Every pay day, twenty-five cents is collected from each employee until the sum of $50 is reached. Then, no more collections are made. Flowers, gifts, charity donations come out of this fund. If you normally make collections for office parties, that money could come out of this fund, too. When all but $10 has been used up, you begin again the weekly collection of twenty-five cents and continue it until your fund is built up to $50.

Another method is to get permission to install a candy or soft-drink dispensing machine in the office. The profits from this can be put into a petty-cash account to be used for gifts and donations. Not only will employees enjoy having such a machine handy, but they'll appreciate the fact that their purchases are painlessly building up the gift fund.

The third method works effectively in firms where there are hundreds of employees. Twice a year, the employees can put in a half day's overtime work (usually on a Saturday). Or, if you prefer, one full day of overtime work can be put in once a year. The pay for this day's work is not given to the employee but is put into a fund to cover any public fund drive as well as any organization gifts. Most employees like this because it is usually much easier to donate time than money.

IT IS ONLY GOOD SENSE to try to change a system that has become a burden to most employees. To be fair to everyone, give each method a trial until you find the one that fits the needs of your particular firm. Then gift giving can again become the pleasure it was meant to be.

Photo by Chris Grube

Will you be the office thief's next victim?

BY DICK LACOSTE

LUNCH TIME is a pleasant period for most secretaries. That's the time for gossip and serious discussion. Dates are rehashed. Boy-friends' virtues and shortcomings are brought to light. Even the bosses come in for a share in the conversation. But lunch time also can contribute much sorrow to a secretary. It is then that she is likely to have some office thief take advantage of her carelessness.

Let's look in on an average office and a typical secretary. Everybody, of course, except the secretary, already is on the way to lunch. The secretary, though, with her work piled high, wanted to finish the letter she was typing. She pulls it out of her typewriter and quickly tidies up her desk. In a moment or two everything is in shipshape, model secretarial order.

But she hasn't repaired the ravages the morning did to her make-up. So she digs into the right-hand drawer for her purse and takes out her comb and lipstick. Leaving her pocketbook on her desk, she hurries to the ladies' room down the hall.

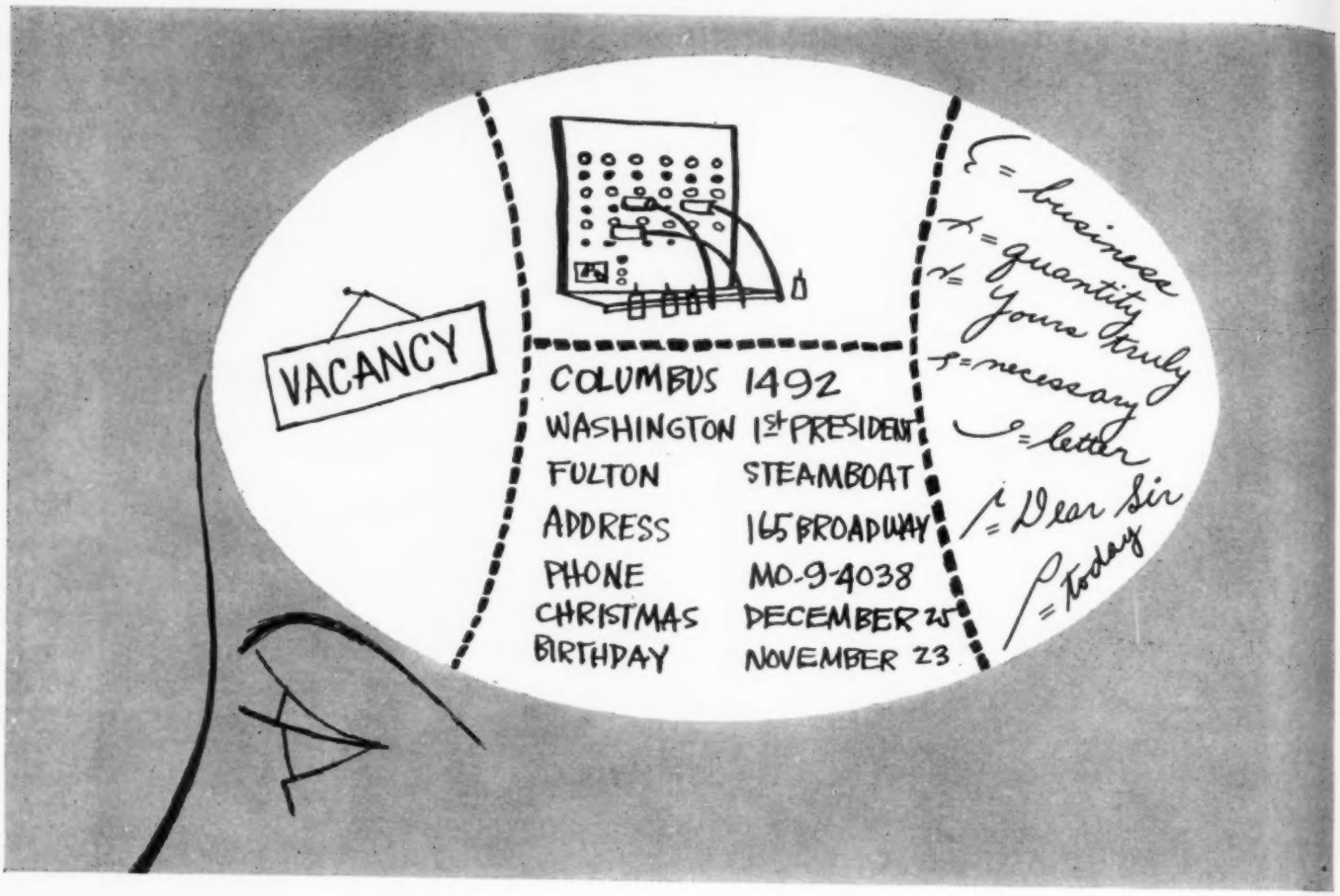
She's away from her desk for only five minutes; but meanwhile, in less time than it will take her to comb her hair, a sneak thief has opened the door to her office, peered about, and taken in the scene at a glance. With confident step the thief sauntered toward the secretary's desk, swept the purse up, tucked it under his arm beneath his jacket, and sauntered out as confidently as he had entered.

This happens every day in nearly every large office building in the country. In smaller cities, it happens in direct proportion to the size of the town. What's most unfortunate about the situation is that these thefts are entirely unnecessary.

If the secretary took one-fiftieth the time in safeguarding her purse that she does in improving her appearance, Mr. Sneak Thief never could walk off with what often turns out to be her entire weekly or monthly wages.

This type of robbery—the office theft—takes a terrific annual toll of secretaries' cash and personal valuables. In Washington, D.C., alone—a secretarial mecca of sorts—it is estimated that business girls lose approximately $100,000 a year to these sneak thieves.

To find out what could be done to guard against such thieves, I interviewed two men in our nation's capital most concerned with this type of crime. They are Louis V. Millici, chief safety protection officer for the Public Buildings *(Continued on page 54)*



YOU CAN BE SMARTER IF YOU THINK

Is your mind your greatest unused resource? BY JOHN P. WHITCOMB

THE AUDIENCE inched forward slightly in their seats. You could feel the keen excitement as the Quiz Master shuffled through the cards for the jackpot question. Both those present and those watching the telecast at home were thinking how much they could use this $5,000 prize. On stage, in the center of all the glaring lights, stood little Penny Stahlmeyer from Oak Fork, Indiana.

"Now," roared the Quiz Master, "for FIVE THOUSAND DOLLARS, who wrote *The Red Badge of Courage?*"

A murmur went through the audience. It was followed by thirty seconds of nerve-tingling silence as Penny hesitated, apparently confused. In thousands of homes all across the land came answers all the way from Pearl Buck to General Eisenhower; and many, convinced they were right, began to spend the money mentally.

"Stephen Crane," said Penny finally in a low but firm voice.

The wild applause came as soon as the Quiz Master looked at his card, adjusted his glasses, and confirmed in a booming voice that this was the right answer.

Have you ever pictured yourself in such a situation?

Perhaps you have. Most Americans show a strong desire for self-improvement, especially improving the mind. To many, the ability to answer questions on quiz shows has become a kind of symbol of intelligence.

Everyone respects a good mind and a broad cultural background. In many business and social situations they are vital to success. You, as a secretary-on-the-way-up, need a good background of general knowledge and should keep yourself well informed on current happenings. If you're a shrewdie, you'll take particular notice of what interests your boss—music, politics, stocks, even guppies—and will find out something about them. The day may come when he'll be amazed and delighted at your understanding of his nonbusiness, as well as his business, interests.

However, aside from the social and economic advantages of possessing a little more know-how, there's also great personal satisfaction involved. A full and rich life comes from sharing the vast store of wisdom, experience, and knowledge that mankind has accumulated through the ages.

Reading is perhaps the quickest and best way to share in this cultural heritage.

"But I just don't have time to read." Is that what you are thinking? Well, the answer to that is plain and simple: Bah! Excuse the emphatic language, but *everyone* has time to read. Even our busiest and most famous people find a few moments for good books. People who are "too busy" are frequently just rationalizing. Today is the age of the cheap, pocket-sized book that can be carried around and read in spare moments.

Want proof? Write down everything you did for the last three days. How much time can you find that could have been more profitably spent? Couldn't you have squeezed in a few pages now and then?

Reading can do much to enlarge your store of knowledge—if you select the right books. Random reading has only limited value. Choosing just any book won't be nearly so valuable as selecting worth-while, stimulating books.

One way to look at the problem of selecting the right books is to ask an easy question: How would you like a year's vacation and a free trip around the world? How would you plan your route? You wouldn't be able to see every country. You would have to sample most of them and spend the largest portion of your time in those that were of greatest interest to you.

You have to travel around the world of knowledge in a similar way—to work out a systematic reading program. Plan to read a few *(Continued on page 47)*

Do You Really Use Your Mind? *For each question you can answer "yes," give yourself from one to ten points, depending on how well you think you do.*

1. **Do you have a good memory?**
   Deduct if you forget names, the boss's birthday, payday (!), or other important information.
2. **Do you use the time you devote to radio and television wisely?**
   Do you have a proper balance between programs that are informative and those that are purely entertaining?
3. **Do you use your reading time wisely?**
   Do you manage to read enough good books and worth-while articles?
4. **Do you concentrate when you read?**
   A perfect score of ten would mean that you concentrate so well when you read that you don't hear what's going on around you.
5. **Do you read rapidly?**
   In reading interesting material you should average at least twenty pages (or about 10,000 words) an hour.
6. **Do you think as you read?**
   After reading this article, could you tell someone the gist of it?
7. **Do you look up words you aren't sure of?**
8. **Do you keep informed on current happenings?**
9. **Are you open-minded?**
   Do you evaluate new ideas or new people you meet fairly and without prejudice?
10. **Do you think a thing through before you act?**
    Deduct if you tend to act emotionally, not only in everyday affairs, but also when some crisis occurs.

How Do You Rate?

95-100 —Excellent. You're almost too good to be true.

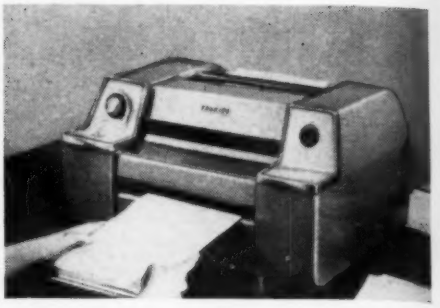
85- 95 —Good. We're proud of you!

75- 85 —Fair. There's room for improvement here.

Below 75—Hmm, better get busy!

Cormac Compact by Cormac Industries, Inc., 80 Fifth Avenue, New York City. 10 x 18 x 10 inches, weighs only 19½ pounds. Light carrying case available. Copies material up to 8½ by 14 inches, using photocopy process. Said to produce a photocopy in less than 30 seconds for about 9 cents.

Bambino by Ozalid, Division of General Aniline & Film Corporation, 13 Ansco Road, Johnson City, New York. 16 x 12 x 13 inches. Copies material up to 9 inches wide and any length, using diazo process. Said to produce up to 200 letter-sized copies an hour at a cost of about 1½ cents a copy.



Copyflex Series 100 by Charles Bruning Company, Inc., 4700 Montrose Avenue, Chicago 41. 13 x 22 x 17½ inches. Copies material up to 11 inches in width by any length by diazo process. Originals on opaque paper can be copied by means of Bruning's reflex film. Said to produce up to 300 letter-sized copies an hour for less than 2 cents a copy.

You can make QUICK WORK *of Copying*

New copying machines are the answer

HERE IT WAS 4:45 p. m., and the boss was saying, "Miss Evans, will you please make a copy of this before you leave tonight?"

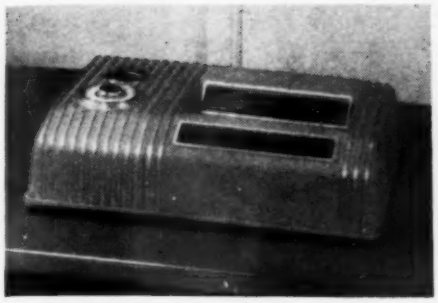
Three typewritten pages, complete with tabulated figures! It's things like this that drive a secretary into marriage. This, plus copies of reports, copies of incoming letters, copies of specification sheets, contracts, sales reports, accounting reports, purchase records. Until Miss Evans wonders whether she's a skilled secretary or a robot.

The solution to this problem, and to overtime hours in the office, isn't a part-time girl. More economical, both in time and money, are the new copying machines. These machines make immediate and photographically accurate copies of all printed, typed, written, photographed, and drawn material. Since copies are clear and legible as photographs, they are legally acceptable. In offices where commercial photostats are needed, savings up to 80 per cent are possible. Single copies of material copied by the machines cost from 1½ to 9 cents a copy. No matter how small your salary, it costs your boss a great deal more to have you copy a letter on the typewriter and proofread it. Copying machines do a job in seconds that even the top-notch typist must take minutes to do; and, best of all, they eliminate the need for proofreading.

Due to their low cost and general economy (some machines cost under $400), it seems likely that these machines will soon be as basic in the average office as typewriters and telephones. In fact, the new desk-top copying machines take up little more space than a typewriter. An amateur (even the boss) can operate any one of these desk-top copying machines. None require any manual developing, washing, fixing, drying, darkrooms, exhaust ducts, or special facilities. All operate electrically on standard circuits.

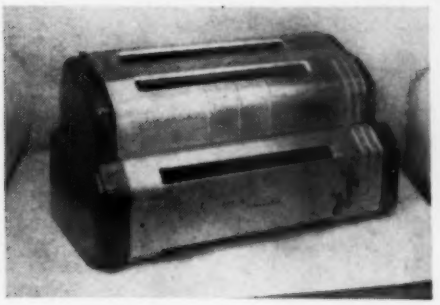
A number of different processes are used by the various manufacturers of copying equipment to arrive at the same end result: a photographically exact copy of original material.

In the machines we show here, only two processes are used to copy material, a photocopy process and the diazo process. In the photocopy process, a print is made by using the original material and a sensi-



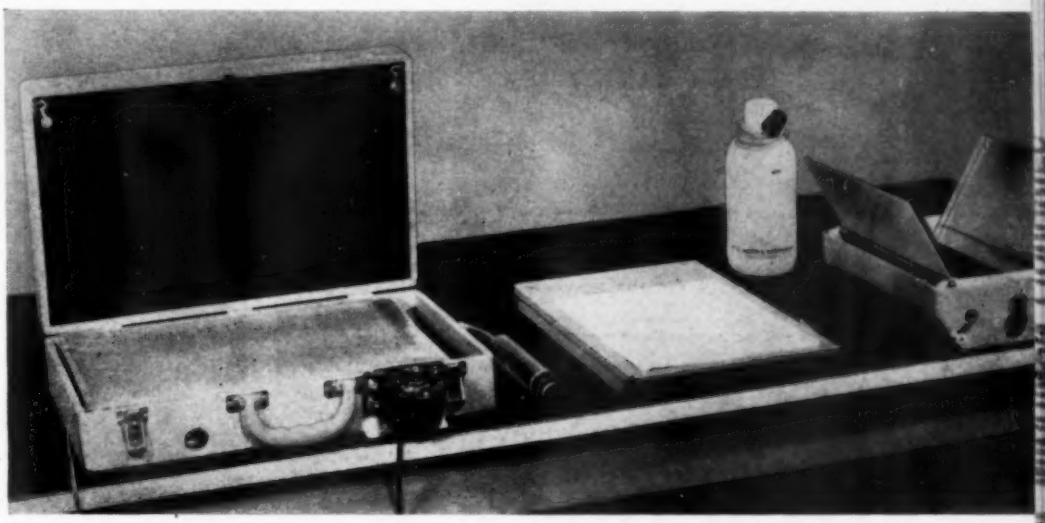
Transcopy Duplex by Remington Rand Inc., 315 Fourth Avenue, New York 10. 27½ x 15¾ x 16¼ inches. Copies material up to 14½ inches wide by any length by photocopy process. Said to produce one photocopy in less than a minute at a cost of about 8 cents for each copy.

Heccokwik by Hunter Photo Copyist, Inc., 566 Spencer Street, Syracuse, New York. 25½ x 8 x 10 inches. Copies material up to 12 inches wide by any length by photocopy process. Said to produce a photocopy in less than 45 seconds at a cost of about 8½ cents for each copy.



Apeco Systematic Auto-Stat by American Photocopy Equipment Company, 1920 Peterson Avenue, Chicago 26. 20¾ x 10 x 11 inches. Copies material up to 11 x 17 inches by photocopy process. Said to produce a photocopy in less than 45 seconds for about 9 cents for each copy.

Contura Constat by F. G. Ludwig, Inc., Old Saybrook, Connecticut. Brief-case sized copier in carrying case weighs approximately 14 pounds, is separate from developing unit. Copier, with inflatable plastic cushion, is planned specifically for copying bound volumes. Copies material up to 8½ x 14 inches, using photocopy process. Unit said to produce photocopies in less than 40 seconds for about 9 cents a copy.



tized sheet of paper that is exposed to light and then given a chemical bath to develop the print. Some machines using the photocopy process produce a master (or negative) first, and this must be inserted again to produce the finished print.

These machines can copy originals printed on both sides and will copy from any material, whether it is opaque, translucent, or transparent. Some will make faithful black and white prints of material in color, of fabrics—and some even copy from microfilm viewers. A few of these machines will produce color-coded copies, if desired. Some will copy onto any kind of paper from tissue to cardboard.

Many manufacturers of photocopy machines who make direct-process developers refer to their products as "dry process" machines, because finished copies are delivered practically dry. However, liquid developer is used in the machines. The direct-process machines work a bit like self-developing cameras.

The diazo method of copying is a modification of blueprint techniques. These machines produce positive copies from positive originals and color-coded copies can be made. The material copied on these machines must be on one side of translucent material. However, some manufacturers suggest that prints can be made on reflex film if you wish to copy opaque material on the diazo machines.

There are only two processes that do not use chemical reaction to develop copies. One is the thermal, or heat, process, which works on the principle that dark colors absorb more heat than light colors. The heat is furnished by infra-red rays, and special heat-sensitive paper is used. The only machine available that uses this method of development is a large floor-type machine. The other process, called Xerography, uses positive and negative electrical charges to produce copies. The equipment using this method cannot be purchased. It is available for rental only.

The actual methods the various copying machines use will probably be of less importance to you and your boss than the results. Some are better at one job than another. For instance, some are ideal for general office copying. Others are planned with an engineering office or blueprints in mind. Still *(Continued on page 48)*

1. There's nothing like your first job—the very first day that you come into the office, when faces turn from work to smile or wonder or just plain stare at the new secretary. The clock might have been turned back to freshman year. Small things take on new importance in the moment before someone asks your name and makes introductions. The only certainty is *I'm here!* and the question arises, *What shall I do now?*

first job

BY MARY LOUISE AND SHELLY GROSSMAN

2. You enter the inner office—where your new boss is already in conference—thinking. *Will he like me?*

3. He settles down on the window ledge, with his head in the clouds, for a long winter's siege of dictation. 120 words a minute? *Stop, I lost you a paragraph ago!*

4. It takes two to get ready, but one to transcribe. When you think you're all set, the telephone rings: *Mr. Young's office.*

5. Of course you've made a mistake—on a letter to an important man, too. *Do you really think I should type this over?*

6. He gave you these few things to file, with a multitude of instructions: *Let's see —CAD through CIL must be down there.*

7. At the end of the day he stops by the elevator to chat, and it's his turn to think and say, *You'll work out.*

Don't become a problem to your dictator

ARE YOU A Hot-Rod Speedster?

BY MARIE M. STEWART

AS SECRETARIAL CONSULTANT here at Harkins, I've reached a point where I should expect the unexpected. But I never guessed that our sullen little Nan was what the girls in the stenographic pool refer to as a hot-rod speedster. At Harkins, the terms hot-rodder or hot-rod speedster refer to a stenographer who can take very fast dictation.

To tell the truth, I thought Nan's trouble was a lack of confidence in herself. For that reason, I decided to assign her to Walter Pembrooke. He's one of the most patient executives in Harkins', an ideal boss to help a girl build her sense of security. But even good, kind Walter gave up with Nan after only one week's trial. He told me she behaved as though she were doing him a favor when he called her to take a letter. And she became increasingly sulky no matter how slowly he dictated.

BY THIS TIME, I was becoming a little fed up with Nan's pouting. Probably I'd have let her go if Walter hadn't mentioned that she was an excellent stenographer. Since he had, I decided to give Nan one more chance to wipe the continual pout off her face. I felt that we had gone out of our way to show her consideration, and she had shown us none in return. Yet, after Nan and I had our talk, I realized I had been remiss.

Nan had come to Harkins directly from high school in another city, where she was a champion shorthand speed writer. Although she was proud of her accomplishment, she hadn't made a great point of it when she was hired. She thought we would know about it. And certainly we should have learned of it. But we didn't, due to one of those rush season slip-ups that sometimes occur in large companies.

Since it is our policy to start beginners with rather slow dictators, we had followed that policy with her. That's what has caused the trouble.

By the time Nan and I had our talk, she had gotten the idea that we were sending her to slow dictators to show her that we were not impressed with her skill. Walter Pembrooke's extra slow dictation had seemed the final blow to Nan rather than the utmost consideration. Fortunately, there was an opening with one of our faster dictators at that time, so Nan was transferred to him immediately.

I did point out to Nan that, when you feel you have a grievance, it is better to discuss it with your supervisor, or boss, rather than sit in sullen silence. Chances are, the matter can be straightened out if it is aired. I also told her she shouldn't count on her dictator to help her keep up her speed, or increase it. Many wonderful jobs come equipped with slow dictators. Instead, if she wished, she could work at home to increase her skill.

Since there is such a close connection between reading and writing shorthand, I suggested reading practice. I told her about a friend of mine who had increased her speed just by reading the shorthand pages in *Today's Secretary*.

Radio and television programs offer many opportunities for speed dictation. I recommended that she keep a notebook and pen handy to her sets for daily speed practice at home.

Then, there are fine dictation records she could buy; or she could even make her own, using our recording facilities here at Harkins. Finally, if she still wanted dictation that was really fast, she could enroll in an evening course for court reporters.

I believe Nan followed some of my suggestions. She's no longer sullen, and she's definitely our hot-rod speedster here at Harkins!

words

Can be Teasers

BY E. LILLIAN HUTCHINSON

IMPROVE THESE SENTENCES

Recast the following sentences to make them say what the writer means.

1. To succeed as a secretary, many skills are required.
2. Entering the office, the disorder astonished me.
3. While traveling in Europe, the weather was good.
4. When in the fourth grade, my teacher aroused my interest in biology.
5. Once relaxed, her shorthand was well written.
6. He was well prepared in mathematics, thus enabling him to pass the examination.
7. He lectured on "Things Learned While Traveling."
8. After singing "The Star Spangled Banner," Professor Freeman will deliver the address.
9. In talking to our supervisor, she pointed out several errors in my work.
10. Following her advice, improvement was rapid.

SUPPLY THE MISSING LETTERS

What letter should appear in the space in each of these words?

1. perc–late
2. attend–nce
3. sep–rate
4. controver–y
5. p–rsuade
6. leg–cy
7. spec–men
8. advis–ry
9. reno–n
10. industr–al

MAKING NOUNS

Give the nouns that may be formed from the following verbs.

1. compel
2. refuse
3. govern
4. annoy
5. unite
6. denounce
7. clothe
8. devote
9. expend
10. labor

ABBREVIATIONS

What are the recognized abbreviations for the following words?

1. agent
2. mademoiselle
3. barrels
4. square inch
5. Union of South Africa
6. United States of America
7. Canal Zone
8. Doctor
9. Doctor of Philosophy
10. Bachelor of Arts

HIDDEN ANIMALS

Each word defined below contains the name of a domestic or farm animal. Can you spot it?

1. A sudden calamity.
2. A doctrine laid down with authority.
3. A person who lacks courage.
4. An object worn to avert evil.
5. An herb whose root is used as a condiment.
6. A fabric similar to canvas, but lighter.
7. Consequently.
8. A football.
9. A diploma.
10. A beard trimmed to a point at the chin.

(Key to teasers, on page 49)

Illustrated by ERNIE BARTH

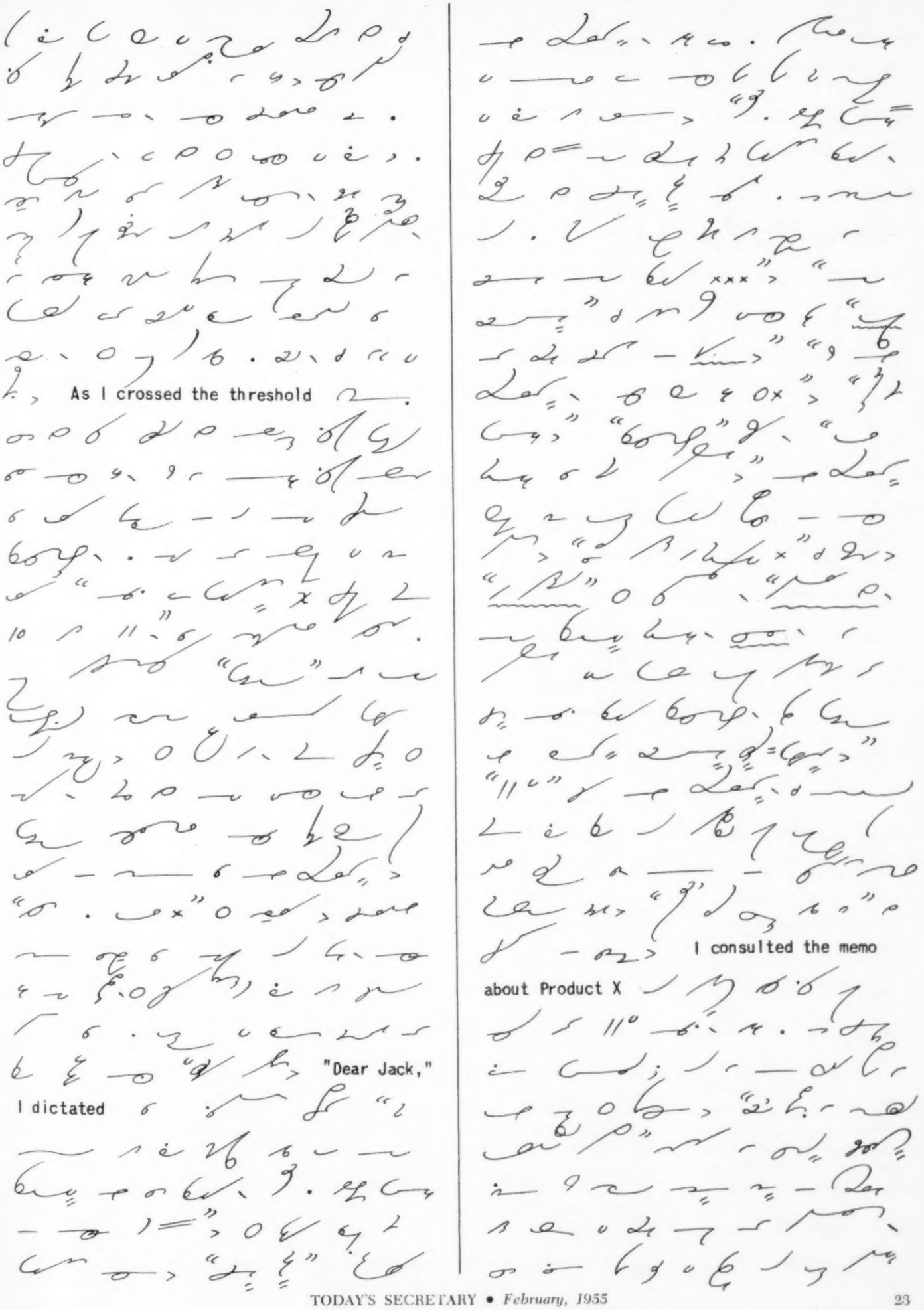
Miss Valentine, My Darling

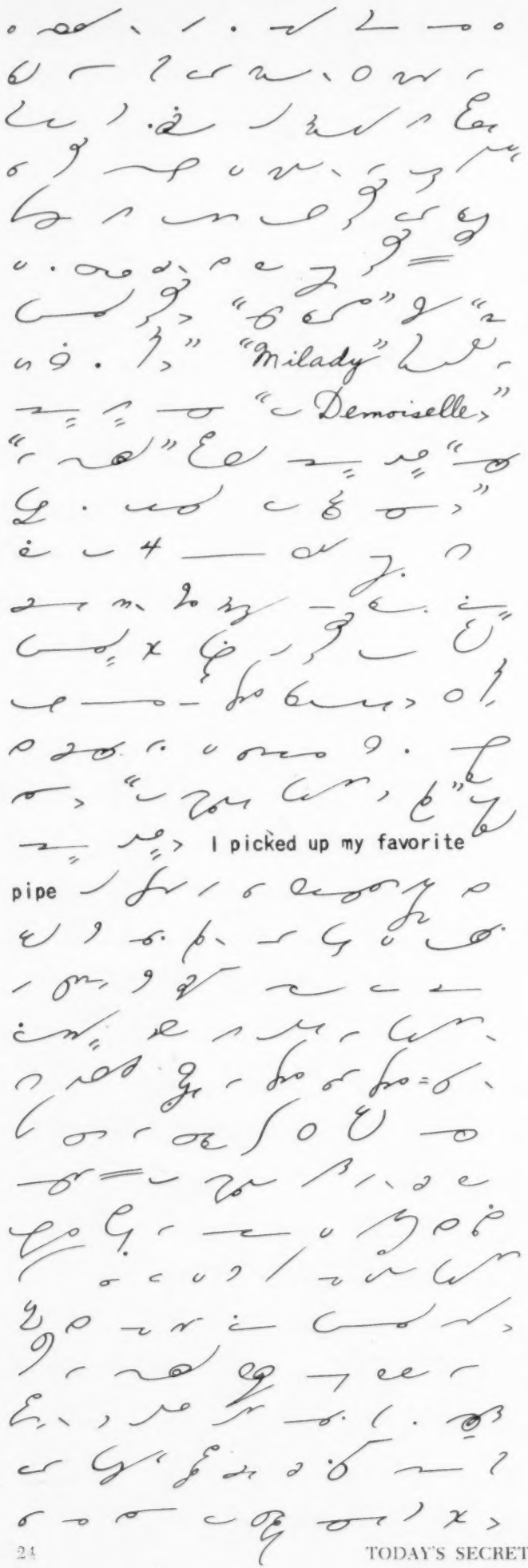
She was a dream of a secretary...

BY MARY LOUISE WHEDON

THEY NODDED TO ME

The vision that confronted me was blonde and beautiful,


As I crossed the threshold
"Dear Jack,"
I dictated
I consulted the memo
about Product X

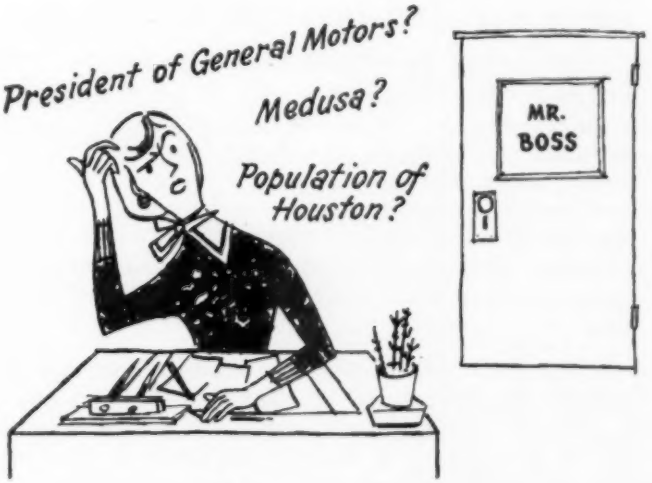


(Continued on page 52)

THE BOSS Wants to Know

Here are the helpers you can use to find the answers to many of the questions that plague you and your boss

BY FLORENCE ALLEN



YOU MAY BE ONE of those secretaries who are familiar with the trade and professional magazines in your particular field. So, if your boss wants help in securing information directly related to his business, you know where to look. But, if you were asked to give your employer the names of the president of General Motors or Campbell's Soups, would you know where to find them?

Do you know what information you can obtain from a *Who's Who*? from a City Directory? Do you know how to check the authenticity of most information?

The difference between being an average secretary and being a very good secretary is often the difference between knowing only the usual things about your job and knowing the little extras that speed up the work and earn you praise. Of course, you can't be expected to store up this information in your own pretty head, hoping that the time *may* come when you will be called on to use it. But you can acquire a a well-organized supplementary memory—reference books. Familiarity with reference books can help you bring order out of chaos.

ON POINTS OF GRAMMAR

College Handbook of Composition, by Wooley, Scott, and Bracher, 5th ed. D. C. Heath and Company, Boston. Extremely practical for quick reference; in outline form; covers those points that most often arise—not *all* English grammar. Pages 206-231 particularly valuable.

The Century Handbook of Writing, by Greever and Jones, 4th ed. Appleton-Century-Crosts Company, New York. Another practical reference in outline form; slightly more elementary than Wooley, Scott, and Bracher.

Business Letter English, by Robertson and Carmichael. Gregg Publishing Division, McGraw-Hill Book Company, Inc., New York. A thorough review of the fundamentals of sentence structure and grammar as basis for correct letter writing. Complete.

ON WORDS

Webster's Collegiate Dictionary, G. & C. Merriam Company, Springfield, Mass., or Funk and Wagnall's **New College Standard Dictionary,** Wilfred Funk, New York. You should have easy access to a modern, abridged dictionary of collegiate grade. In addition to definitions, pronunciations, and spelling of words, it includes abbreviations, foreign words and phrases; tables of weights, measures, and standards; and biographical data.

Webster's Dictionary of Synonyms, G. & C. Merriam Company, Springfield, Mass. Exceedingly complete list of English words having synonyms, with a clear comparison of differences in meaning. Also includes antonyms, analogous words, and contrasted words.

Roget's International Thesaurus of English Words and Phrases, by C. O. Mawson, Thomas Y. Crowell Company, New York. Modern form of the classic work first published in the 1850's. Makes it possible to find an exact word by starting with an idea.

Roget's Thesaurus of The English Language in Dictionary Form, by Mawson, G. P. Putnam's Sons, Inc., New York. A rearrangement of the above in which words are alphabetically listed with cross references.

For help on *similar-sounding* or *similar-looking* words, refer to *College Handbook of Composition, Century Handbook of Writing* (already listed), and to secretarial handbooks included in letter writing aids on the next page.

ON VERIFICATION OF ACCURACY OF LITERARY AND HISTORICAL ALLUSIONS

1. Quotations: **Familiar Quotations,** by Bartlett. Little, Brown and Company, Boston. The standard work. Very complete. Provides the answer to "Who said it?" Phrases, sentences, proverbs with some degree of familiarity to most readers are traced to their sources. Maxims of many of the most famous writers; curious and enlightening remarks by orators and poets; historical allusions (words of Roosevelt, Churchill, Stalin, Hitler, etc.). Anonymous and collective works and groups of quotations are also included in this book.

2. Reader's Handbook: **The Reader's Encyclopedia,** William Benet, Compiler, Thomas Y. Crowell Company, New York. An alphabetical listing of all sorts of names and facts that arise in reading and speaking: important themes and famous characters in fiction and drama, mythological allusions, art and musical references—even Mickey Mouse.

ON MAGAZINE AND NEWSPAPER ARTICLES

Reader's Guide to Periodical Literature, H. W. Wilson Company, New York. This is an index of articles that appear in most popular magazines and a few semitechnical ones. Arranged according to subject and author, it indexes the complete contents of the magazines so that you can locate every magazine article that has been published on a specific subject. Most public libraries have copies you can refer to.

The New York Times Index, The New York Times Company, New York. All news items and reports published in the *Times* are indexed under a name or subject. A brief summary of the item is given with date, page, and column of publication in the *New York Times.*

Other newspapers keep indexes of their own publications and will assist you in finding specific articles.

ON PLACES

Webster's Geographical Dictionary, G. & C. Merriam Company, Springfield, Mass. An alphabetically arranged list of names of places with geographical and historical information and pronunciations. Invaluable for checking spelling and facts.

Reader's World Atlas, Rand McNally, New York, or **World Atlas,** Encyclopaedia Britannica, Inc., Chicago. These atlases contain maps, text, and photographs exhibiting clearly the most important features of the countries included. An atlas usually notes the chief places of historical, commercial, and social interest; new discoveries and improvements; population statistics on towns, cities, states, and countries. Information on ship, rail, and air travel; time zones, and commercial maps are often included.

Columbia Lippincott Gazeteer of the World, Columbia University Press, New York. This is an alphabetical geographic dictionary with information concerning geographic divisions—countries, states, territories—and geographic features. It also includes information on trade, industry, agriculture, communications, history, and other pertinent facts.

U.S. Official Postal Guide, Superintendent of Documents, U.S. Government Printing Office, Washington 25, D.C. When you're in doubt about the spelling of a town's name, you'll find the Postal Guide a great timesaver. It includes lists of post offices arranged alphabetically in three different ways—by states, by post offices, by counties in each state. There is general information regarding mail classification, postage rates, rules of the Post Office department, and instructions to postal employees. The guide covers many facets of the post office service of interest to the public. It can be examined at any post office. The Postal Guide consists of two parts—Part I dealing with domestic mail; Part II dealing with foreign mail.

ON HOTELS

Official Hotel Red Book and Directory, American Hotel Association Directory Corporation, 221 West 57 Street, New York 19. For the businessman who must travel, or for a firm whose employees must travel (salesmen in particular), it is convenient to have a list of hotels in the United States and Canada. Classified by cities and states, and arranged alphabetically. Includes information on

rates, method of operation, whether all-year-round or seasonal, and names of proprietors.

ON LETTER WRITING

1. Suggestions for letters that the secretary composes: **Business English,** 3d ed., by Hagar, Stewart, and Hutchinson, Gregg Publishing Division, McGraw-Hill Book Company, Inc., New York. Part VI deals with the letters the secretary usually writes—letters making and answering inquiries, letters making and canceling appointments, letters of condolence, congratulations, etc. Also sections on paragraphing and planning the letter.

2. On administrative type of letters: **Business Letter Writing,** by Robertson and Carmichael, Gregg Publishing Division, McGraw-Hill Book Company, Inc., New York. Detailed discussion of the executive type of letters—sales adjustment, credit, collection.

3. **Business Letter Writing,** by Hagar, Stewart, Hutchinson, Gregg Publishing Division, McGraw-Hill Book Company, Inc. Complete course in business letters emphasizing good human relations and tone of letters.

4. For letter "style" (uniformity, and correctness in punctuation, capitalization, use of figures, abbreviations): the various secretarial handbooks.

Standard Handbook for Secretaries, by Lois Hutchinson, McGraw-Hill Book Company, Inc., New York.

Reference Manual for Stenographers and Typists, by Gavin and Hutchinson, Gregg Publishing Division, McGraw-Hill Book Company, Inc., New York.

ON PEOPLE AND PROFESSIONS

City Directories

Published by many cities. These are helpful in locating a resident, street, or building in a particular city. They list the names of residents and business people, with their occupations and street addresses.

The names of business concerns, with their street addresses, and the names and addresses of partners or officers of the corporation are also given.

There is an alphabetical listing of streets, with the names of the residents on each street. Directories of large cities contain maps of the streets of the city. But all directories contain information about all streets—where they lead from, what point they intersect, what streets run parallel to each other. Parks and public squares are included.

Under the names of these streets, according to numerical designations are listed the owners of the buildings with the names of the occupants in each building.

Advertisements appear in a section of their own, arranged under classified headings. There is information about the city government; churches and ministers; railway stations; cemeteries; courts; principal buildings, halls, and principal streets; societies and institutions; with the address of each.

Section of a City Directory

CALKINS
—Peggy L widow Martin res 69 Almeda
—William luncheonette 215 Kissena res 44 Saunders
—Lucy A Mrs. nurse 35 Lincoln Rd. res 25 Woodhull
—Agnes B Mrs. clerk 351 Broadway res 21 School

CALL
—Daniel painter 20 Cedar res 33 Elm

CALLACI
—Salvatore fishcutter 33 Main res 21 High
—Anthony police 25 Broadway res 63 Academy

CALLAGHAN
—Edward Motorman 22 Kissena res 14 Fowler
—Francis foreman 44 Linden Rd. res 59 Cedar
—John C janitor res 33 Bridge
—John F printer 52 Allendale res 35 Parkway
—John J helper res 40 Bowne
—Marie Mrs. dressmaker res 67 Oak

Telephone Directories

1. **Alphabetical Directory**—usually includes both the business and residential addresses of phone owners. The front pages include information on where to consult out-of-town directories covering most cities and towns in the United States and Canada.

2. **Classified Directory** or **Yellow Pages**—lists the names, addresses, and telephone numbers of persons, firms, and corporations under the heading of their business or profession.

3. **Street-Address Directories** list telephone numbers according to the alphabetical and numerical arrangement of streets in the city. These may be rented from the telephone company. This type of directory would be useful especially for credit and collection purposes or for mailing lists.

Who's Who

Who's Who in America, The A. N. Marquis Company, Chicago. Brief biographical sketches of prominent men and women. In addition to listing the outstanding achievements of an individual, it outlines his parentage, birthplace, age, education, college degrees, occupation, marital state, children, and his clubs, societies, and other pertinent information.

Social Register, Social Register Association, New York.

A register is published for each of the larger cities in America. Each lists the names of members of prominent families of the city with their addresses, telephone numbers, club affiliations, colleges attended, and year of graduation. It includes the marriages and deaths that have occurred in the city throughout the year. A list of social clubs and their officers is also included.

(Continued on page 50)

Clothing Terms in GREGG SIMPLIFIED

Compiled for Today's Secretary by Eleanor M. Perz

A wonderful start for any spring wardrobe is this smart, sheer wool dress by Georgette Juniors. The side-slotted white pique collar makes fashion news, and the neat, double row of buttons beside the stitched seams give you a slender, willowy look. In Milliken's wonderful telga crepe, black or navy only. Sizes 7 to 15. About $25 at Stern Brothers, New York; Jelleff's, Washington; Marshall Field's, Chicago; Powers Dry Goods Co., Minneapolis; I. Magnin, Los Angeles.

GOOD LOOKS SECTION

GOOD LOOKS

Valentine Bait

Spring fashions to snag his heart . . . or to win that big promotion

A large, flattering cape collar sets off the slim-as-Cupid's arrow lines of this Paul Sachs suit. Made of rayon tweed, it's comfortable to wear right on into summer. Sizes 12 to 20. In tan, green, or red tweed; $25. At H. P. Wasson, Indianapolis; Kline's, St. Louis; Natelson's, Omaha; Bon Marche, Grand Rapids.

Pretty as any Valentine is this pastel bolero suit by Junior House. The charming button-trimmed bolero reveals a contrasting cummerbund. Made of Milliken's wool flannel, in light blue or pink. Sizes 7 to 15. About $30 at Franklin Simon, New York; Goudaux, Baton Rouge; and Hers, Salt Lake City.

A marvelous dress for Valentine dates with a crisp bolero to give it a businesslike air at the office. Slip off the gay, red-lined bolero when you go dancing to show off the trim, scoop-necked princess dress. Styled by Jonathan Logan in navy or black checked taffeta with red petticoat to match the jacket lining. Sizes 5 to 15. $17.95. At Lord & Taylor, New York; John Wanamaker, Philadelphia; Carson Pirie Scott, Chicago; J. L. Hudson, Detroit; and R. H. Macy, San Francisco.

Wear this smart Sacony suit under a winter coat now, and let it star alone all spring. Made of Palm Beach cloth, it will give many seasons of service. Rows of trapunto stitching on collar and pocket add a high-style note. Jacket is unlined to make the suit completely washable. In wide variety of colors, including pastels. Misses and petite sizes 10 to 20; half sizes 12½ to 22½. $25. At Hahne & Co., Newark; H. & S. Pogue, Cincinnati; Gimbel Brothers, Milwaukee; and D. H. Holmes, New Orleans.

A pretty Bonnaz embroidered bib sets off this softly styled dress by Joyce Hubrite. A former favorite in fabrics, "Sandswept," has been done in rayon acetate in a smart, new version. Colors: pink, coral, blue, beige, with contrasting embroidery. Sizes 10 to 20. $17.98. At Saks 34th Street, New York; Hochschild Kohn, Baltimore; Field Schlick, St. Paul; and Leggett's, Inc., Los Angeles.

GOOD LOOKS

BEAUTY

Photo, courtesy of Trushay

AT HAND

BY HELEN WHITCOMB

YOU DON'T NEED to make a life-long study of palm reading to tell what type of person a girl is when you look at her hands. Well-cared-for hands that are neatly manicured say nice things about her. They indicate that she is likely to be as neat and careful about the other details of her life, that she is probably an efficient person who knows how to make time for the little things that are important.

The hands of a business girl are always on display. She's giving the boss his mail; she's pointing out a phone message; she's taking dictation. They are part of her stock in trade and should speak well of her.

OFFICE WORK IS HARD ON HANDS. Carbon paper, typewriter ribbons, ink, and all the various duplicating equipment team up to make our hands dirty as fast as possible. Try to wash your hands frequently so that these stains won't become imbedded. If soap and water don't do the trick, use one of the special hand-cleaning products that are designed to remove ink and carbon stains. You might want to do what the girls in some offices do. They chip in to provide a community jar for the ladies' room so that they can all have stain-free hands.

When you wash your hands, use warm—but not hot—water and plenty of soap. Rinse thoroughly and dry carefully, pushing back the cuticle with your towel. If your hands are a little rough or dry, rub on hand lotion to help replace the oils that were removed in washing.

Winter is especially hard on hands. The cold winds and frosty air produce chapped wrists and knuckles in no time if you aren't careful; and the dry, hot air indoors will rob your skin of its naturally protective and lubricating oils. Your hands contain the least amount of oil of any part of the body. That is why they dry and chap so easily. Whenever you go outdoors, make it a habit to wear your gloves. Sometimes you're tempted to leave them off; or you may forget to put them on after you've been digging for change to buy a newspaper or to pay the bus driver. But even a few minutes of exposure to raw wind will chap your hands. And, when you're spending any length of time outdoors, try to wear wool or fleece-lined gloves. You'll not only be warmer, but your hands will stay soft and pretty as well.

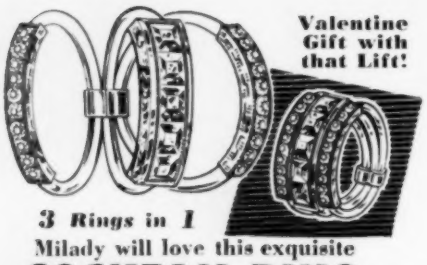
IF, DESPITE YOUR PRECAUTIONS, your hands do become rough and red, give them an extra-special beauty treatment. Invest in a good, heavy hand cream. Creams are usually better lubricants than lotions because of their heavier consistency. Use a lotion for quick softening treatments during the day, but lather on a thick coating of hand cream at night. Pay particular attention to your knuckles, the backs of your hands, and your wrists. Massage the cream in well, giving special care to each finger. Pretend you're pulling on leather gloves as you work around and up each finger. Then apply another coating of hand cream and pull on a pair of old cotton gloves (or one of the inexpensive white knit pairs sold at dime-store cosmetic counters). These will keep the cream on *you*—instead of on the bedding—and will let your hands soak in the rich oils all night long.

If your nails are brittle, your hand-cream massage will help them, too. Rub the cream in well around the cuticle and the matrix (the half-moon end of the nail). The matrix is the growing point of the nail, and careful lubrication will help insure the growth of strong new nails in the future. Your diet often affects the condition of your nails. Many authorities advise that drinking unflavored gelatine dissolved in fruit juice or tomato juice each day will help build up strong, healthy nails.

When you file your nails, don't go too deep at the sides. If the tip of the nail has a broad support, it will be less likely to break. If your nails seem to separate or chip off in layers, you can help prevent this by beveling the edges as you file.

LOVELY HANDS REQUIRE a complete manicure each week. If your polish is chipped, repair it immediately. Try to keep a bottle of polish in your desk drawer for emergency touch-ups. But, if the damage is beyond repair, it's better to remove all the polish than to go around with chipped and tattered nail enamel disfiguring your nails.

In addition to giving your hands the care they need, learn to use them gracefully. This just comes naturally to some girls; others have to remember to watch their gestures. When you use your hands—reach for something, shake hands with someone—let the movement come mainly from your wrist so that your fingers will be gracefully relaxed. Try to keep your fingers loose and relaxed at all times. Tight, tense hands are unattractive. And, if you are guilty of nail biting or any fidgets or ungraceful gestures, do your best to overcome them. Watch some of the television and movie actresses to see how they use their hands to enhance their appearance, and try to follow their good example.



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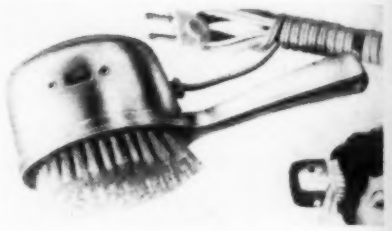
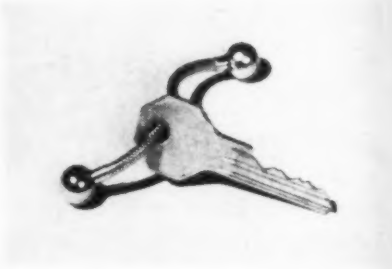
Here's What You DON'T Learn in School!

Yes, here it is, girls: 1955's "101 Office Short Cuts"—the most rollicking, comprehensive reading ever compiled for the modern secretary. Cleverly illustrated by secretary-author Magi Maxwell, the book is studded with wondrous ideas gleaned from a long career in New York advertising, general office, and newspaper fields. $1. Real New Books, Dept. TS, 29 Perry St., N.Y. 14, N.Y.

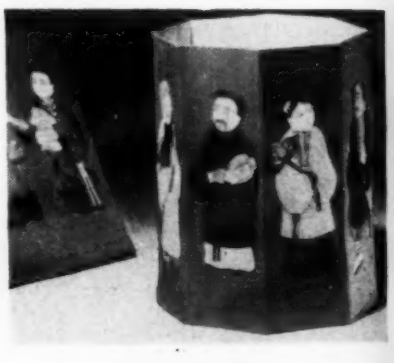
Tessie GOES SHOPPING



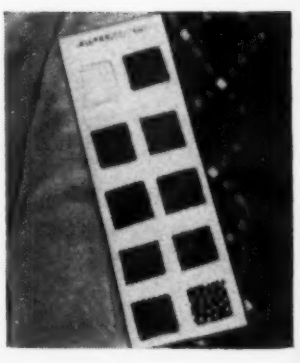
Vibra Brush. A new electromatic beauty aid to help promote lovely hair. Said to accomplish one hour of manual brushing in five minutes, with sparkling results. Uses AC current. U.L. approved. Brush head lifts out for washing. Pastel blue plastic, light, easy to use. Money-back guarantee. $9.95, postpaid. Vibra-Brush Corp., Dept. TS-2, 42 Broadway, New York 4.



Screwball Key Chain holds up to 24 keys in a row, exactly in the order you want them. The two round, ball ends screw on and off in a jiffy, so you can put your keys on the snake-chain just the way you want them. Old-fashioned "round-and-round" key-ring fumbling is eliminated. Gold plated. $1 each. Geneva House, Dept. TS-2, 670 North Michigan Avenue, Chicago 11.



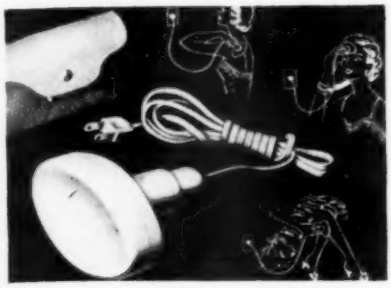
Oriental Art. This silk-covered wastepaper basket from Hong Kong has all the beauty of Chinese art, with a healthy regard for Western budgets! Collapsible, it opens to show off hand-made appliqued figures on each of its eight sides. All wear colorful silk robes and have an unusual three-dimensional look. The basket measures about 9½ inches high, 7 inches across. In Chinese red, turquoise, fuchsia, navy, chartreuse, and bright green. $2.18 postpaid. Amy Abbott, Inc., Dept. TS-2, 344 West 52 Street, New York 19, N. Y.



Wholesale Fabrics Club. Here's a brand-new club for sew-it-yourself fans. Every month, the club mails to members ten swatches of the newest fabrics. These are selected by the club's fashion experts. Members, who can order fabrics directly from the club, are said to realize big savings. You will receive this month's swatches if you join now. Annual dues are $2, deductible from your first fabric order. To join club, send $2, with name and address, to All-Fab Co., Dept. P-TS, 520 Fifth Avenue, New York 36, N. Y.

"Tiny Tim." Half-size leather billfold you can make. Folds smaller than a pack of cigarettes, yet holds cash, business cards, license. Every kit is complete—just fold, cement, and tuck ends in. Finest embossed, non-tooling calf leather in black, brown, tan, red, green or blue. 79c, postpaid. Tandy Leather Co., Dept. TS-2, 300 Throckmorton Street, Fort Worth, Texas.

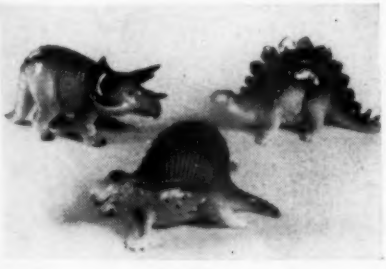
Sophisti-Cuff—The custom-made bracelet that's very personally yours, formed with your own initials. Has a luxuriously heavy look, but is amazingly light. Catalin plastic base is heavily metalized and plated with 18-carat gold. It's one inch wide, with hinged back, to go on and off with ease. Be sure to state in your order the two initials wanted, indicating first and last. $5 postpaid, tax included, from Monoart Bracelet, Dept. TS-2, 50 Delancy Street, New York City.



Electric Heat-Massager combines the benefits of relaxing infra-red heat with gentle massage. Helps relieve headaches, sinus, backaches, and fatigue. Said to be wonderful for facials. Uses AC or DC, U.L. approved. In jeweltone ivory, with leatherette case and long cord. $4.95. Mrs. Fields Shopping Service, Dept. TS-2, 237 Huguenot Street, New Rochelle, N. Y.

Imported Pans from Italy. Crafted of gleaming heavy-gauge aluminum with long, black plastic insulated handles. The smallest is 5 inches in diameter, the largest, 7 inches. Use for eggs, leftovers, sauces. Set of four, $2.95, postpaid. American Homecraft, Dept. TS-2, 3714 Milwaukee Ave., Chicago 41.

New Hobby Kit. If you like the smart wrought-iron wall profiles and mobiles you've seen, you'll be glad to know you can make 10 to 15 of your own for the price of one ready-made. *Wireform* contains 12 unique designs, easy directions, special wire, and all needed tools. Complete kit only $5.98, postpaid. Max Schling Seedsmen, Inc., Dept. TS-725, 538 Madison Avenue, New York 22.



Dinosaurs Yet! You too can own a dinosaur or three—hand-painted, six-inch porcelain scale models, that is. But it's no fair adding signs like: "The Boss On Payday"—"Dad Before Coffee" or—yours will be better! Top left, *Triceratops;* right, *Stegosaurus;* below, *Dimetrodon.* $2 each, 3 for $5, postpaid. Abbeon Supply Co., Dept. TS-2, 179-31 Jamaica Ave., Jamaica 32, N. Y.

Thank Your Lucky Stars! This attractive sterling-silver charm and bracelet is a fortunate find for any girl whether she was born under the sign of Scorpio, shown here, or one of the eleven others. A most personal personalized gift, it even has its owner's name engraved on the back. The gold-embossed zodiac sign gleams under an iridescent crystal dome. Other charms can be added to the bracelet, if you wish. When ordering, give birthday for zodiac and first name for engraving. Sterling charm and bracelet $4.70, postpaid, tax included. Write LOWY★S, 260-T 116th St., Rockaway Park, New York.

GERM-FREE PHONES

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Now in seconds, sanitize and deodorize your office and home phones with magic tel-O-cide pads. Jar of 100 disposable pads insures telephone hygiene for as little as one cent per application.

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carton of 12 jars	$15.00 per dozen
two dozen jars	$13.80 per dozen
six dozen or over	$12.00 per dozen

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NONE ARE MORE IMPORTANT THAN YOUR CANCELLED CHECKS. The CHECKKEEPER holds 800 personal size—and attractive desk accessory of .30 Kraftboard, covered with green leatherette and stamped with gold leaf. 3¼" X 6½" X 4" deep. Tab index dividers included.

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CAREER INSTITUTE, Dept. E-512, 25 E. Jackson, Chicago 4

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GOOD LOOKS

PATTERNED FOR TODAY'S SECRETARY

Top—This version of the long-torso dress is a "Simple to Make" style, yet it has all the smart fashion details to win you many compliments. The large, white detachable collar has ribbon and bow trim to match the ribbon and bow bands on the sleeves. Can be worn belted, too. Simplicity #4996. Sizes 11 to 15; 12 to 18. 35 cents.

Center—Fancy dandy is the new version of the little-boy blouse. Here it has been given a touch of frill down the front and an empire midriff to add new flattery to its favorite crisp good looks. Add more rows of ruffles if you like. Simplicity #4882. Sizes 12 to 20; 35 cents.

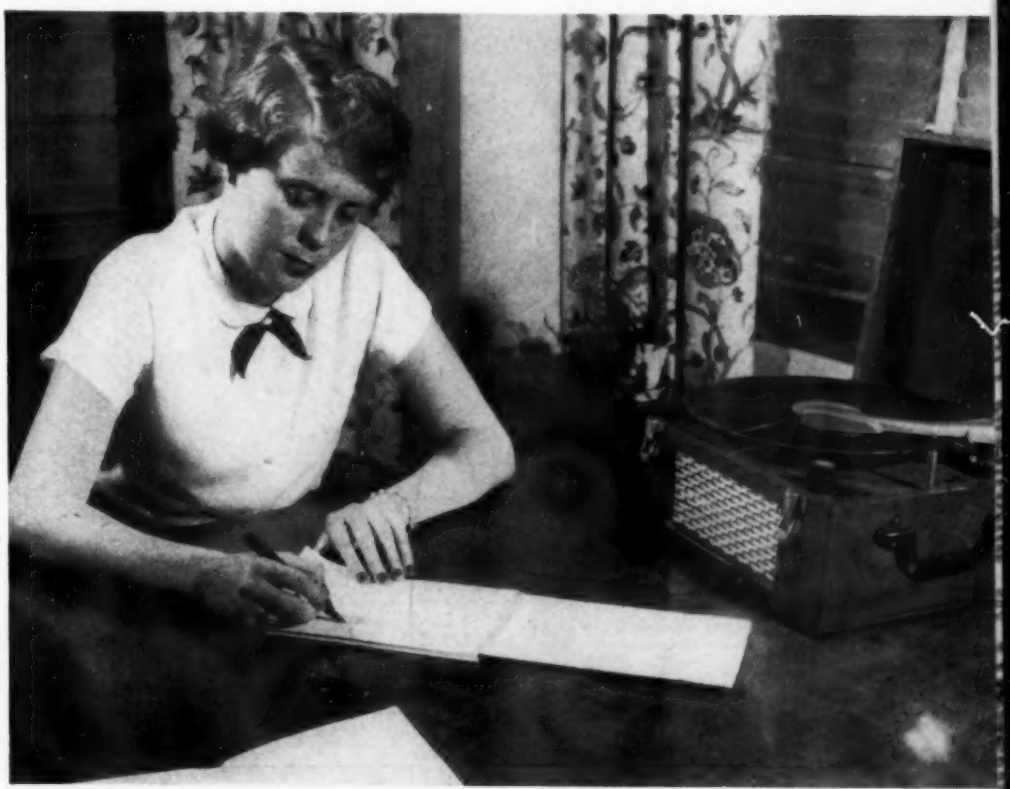
Right—Here's a suit with such good lines that you'll want to make it in wool for Easter and do a revised version in cotton for summer. Styled with shaped panels and fitted with darts, the jacket has a gently molded look. The four-gored skirt has a graceful hint of flare. The collar, which stands away at the neck, is perfect for showing off your favorite blouses (such as the fancy dandy above) and your smartest jewelry. Simplicity #1029. Sizes 12 to 20; 50 cents.

Simplicity Patterns are available at most variety and department stores.

JOB INSURANCE

A sense of responsibility and interest in your work help assure job security

BY FLORENCE ELAINE ULRICH, Director, Gregg Awards Department



WHILE COMING IN on the train this morning, I overheard two businessmen talking. To me their conversation was upsetting. One said: "I have come to the conclusion that too much stress is being put on the extra advantages employers offer the worker. We have gone a long way toward making conditions most favorable to the employee. Are these things appreciated?"

The other man said, "They still are appreciated by the older members of the staff. But these beginners! Where is their sense of responsibility? Are they interested in the job? Do they show concern about whether they get their work done or not?

"Take the girl I hired three months ago. She came in at 9:20 the very first morning, and she kept it up from then on. The supervisor spoke to her, but it didn't do any good. Once she managed to arrive, she spent twenty minutes in the washroom, smoking and removing her curlers. Finally, about 9:40, she was ready for dictation. At 10:10 she would leave the office for coffee, return at 10:50, and at 11:30 be ready for lunch. She never took the regular hour for luncheon, however. Not this gal! She needed at least an hour and a half, often two!

"She would work in earnest then until about 3:30, when one of her boy friends called her up and she chatted with him on the telephone for fifteen minutes or half an hour. Then she would go to the washroom again for another cigarette—or maybe she'd take a trip down to the drugstore for a cup of coffee. One thing I must say for her though—she usually got back in time to put the unfinished work in her desk in time to get the 4:45 bus.

"I fired her, finally. Just couldn't take any more of it. Her utter lack of responsibility and concern about her job was devastating to morale.

"The girl I have now is older, and she's a whiz—has a sense of responsibility to the job and to me. Yes, sir, I've had my fill of these bright young things with their scatterbrain ideas."

THE SECOND MAN'S FINAL STATEMENT distressed me, because only in recent years have so many business firms opened up good positions to beginners. Before that, preference was given to experienced office workers. The beginner had little or no chance to demonstrate his ability or skill, to win an early start toward a successful career! It would be unfortunate if, through the thoughtlessness of some young people, businessmen should change their present policy and again hire only experienced office workers. I think it is something for us to think about and do something about—if we can!

Whether you are a secretary with a responsible position to hold on to, a beginner with high hopes, or a student preparing for possibilities, you can start building job insurance. And interest in your job is an important factor in building this insurance. Even if your present job seems dull at first glance, a little

thought can tie it in with a more fascinating future. If you want to go on to something more exciting, you naturally have to work to improve your personality and skills.

Surprisingly enough, a lively interest in your work will give you an on-the-job sparkle that nothing else can. Your personality will improve automatically. As for improving skills, that takes work. But even work can be enjoyable if you develop a competitive spirit. Since you are improving your own skills, you are the obvious person to compete with. Work to beat your own record.

A great many people find that the OAT and OGA tests offer the goals they are looking for. The certificates and pins they earn as they pass each test give them concrete evidence that they are beating their old records.

THERE ARE SHORTHAND SPEED TESTS from 60 to 220 words a minute. The Gregg Diamond Medal is given for writing 200 words a minute in shorthand. You may find that you have an aptitude for developing shorthand speed rather easily.

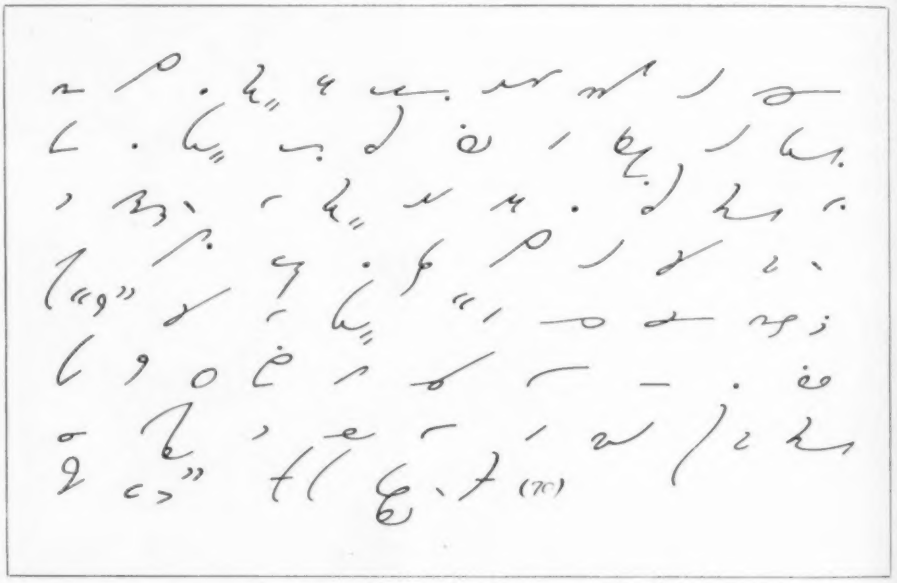
There are also typing tests where awards are offered when you attain various speeds. And, of course, many fine openings present themselves to the faster typist. So, if you have the potential for higher typing speeds, practice the Competent Typist Test this month to see how much you can increase your rate between now and the time your next copy of this magazine reaches you.

You'll find the OGA Tests below. Practice writing them until each outline can be written fluently, smoothly, and accurately. The OAT Tests are on page 39 to challenge your skill as a superior typist. Read the instructions and arrange a time for taking the tests. The Competent Typist Test (page 44) may be practiced each month just as often as you can find time. You then send your best ten-minute writing to this department for an award.

OGA JUNIOR

This material is "loaded" with easy joinings and with fluent blends. Practice this test as many times as you like, trying to get a light, smooth, fluent copy that shows your best shorthand penmanship.

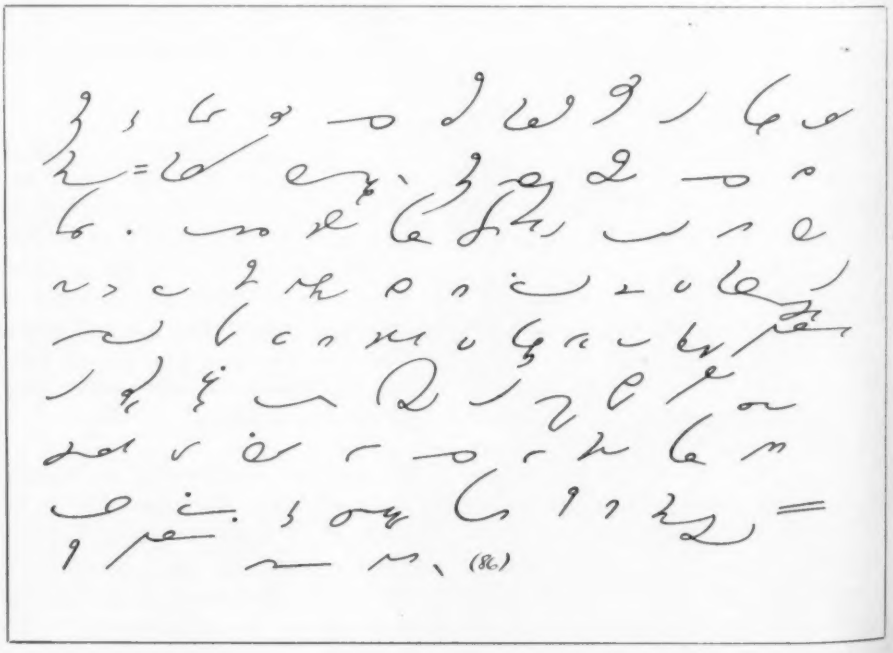
You may copy line for line or in narrower columns; you may use either blank or ruled paper. Shorthand notebook paper is fine. Your writing may earn you a Junior O G A certificate or pin.



OGA SENIOR

This material includes just about every possible shorthand joining—it is a real test of your ability to write anybody-can-read-it Gregg shorthand notes.

Emphasize good proportions, a uniform slant, and very smooth joinings. If you can qualify by penning a good copy of this material, you will get the Senior O G A certificate or pin, thereby becoming a full-fledged member of the Order of Gregg Artists.



OAT JUNIOR

Copy this letter on a full sheet. The word count is given so that you can check your production time. This is *not* a speed test, however. Type for (1) neatness and (2) good placement, (3) for accuracy—no strikeovers or typographical errors. (4) Indent properly and double space between paragraphs even in single-spaced material. (5) Be sure to spell and punctuate correctly.

Copy may be retyped as often as you wish. Then send us the best specimen that you type.

	Words
Mr. Harold J. Graff, President; Junior Chamber of Commerce; Hotel Berkshire; Berkshire, Iowa. Dear Mr. Graff: I am enclosing an outline of the talk I will give on February 18 before your organization. I thought that seeing this outline might enable you to announce the program with more enthusiasm and in fuller detail. Naturally, both you and I hope for a large attendance.	75
It would greatly facilitate presenting my talk if you or some member of the Chamber can provide us with an opaque projector and a projection screen to use at the meeting. With such equipment I can flash on the screen, as I am talking about them, representative samples of the kinds of business records we have found most effective.	142
Please let me know at once whether or not it will be possible to have the projection equipment. If not available, I shall have to print or duplicate enough copies of these records to place a full set in the hands of each member of the audience. Very truly yours, Professor of Accounting.	199

I. IT IS IMPORTANT TO KEEP RECORDS

A. Because a small business requires:
1. Up-to-date information
2. Facts for management

B. Because others will ask facts required for:
1. Income-tax review
2. Bank security and Loans

II. THE KINDS OF RECORDS THAT SHOULD BE KEPT INCLUDE

A. Record of cash receipts and payments
B. Record of credit sales and purchases
C. Monthly Balance Sheet:
1. What it is
2. How to make it
3. How to use it
D. Annual profit and Loss Statement:
1. What it is
2. How to make it
3. How to use it
E. Such daily records as:
1. Cash receipts and withdrawals
2. Sales
3. Purchases

III. RECORDS ARE A TOOL TO MANAGEMENT

A. Can bog down operation of small business if they take too much time
B. Are essential to successful business management

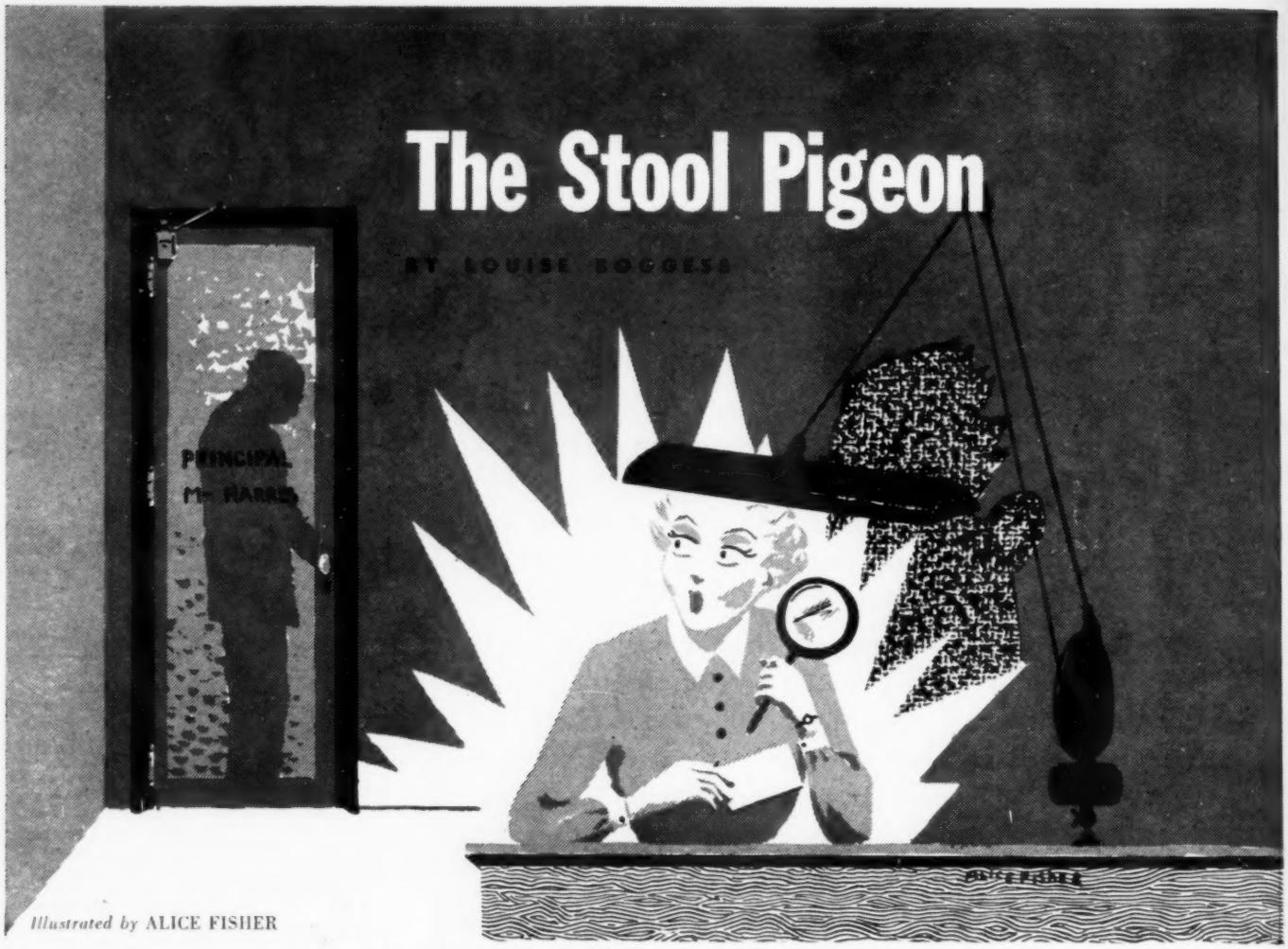
TO GET YOUR AWARD

Mail your work to the Gregg Awards Department (16th Floor, 330 West 42 Street, New York 36, New York), accompanied by the correct fee: 15 cents for each certificate; 50 cents for each OGA, OAT, or 50-word CT pin; 75 cents for each higher-speed CT award. • Be sure your name and address appear on your paper. • Any group of papers submitted should be accompanied by a typed list of names, designating the award desired by each candidate. • February copy is good as membership tests for OAT, CT (page 44), and OGA awards until March 20, 1955.

OAT SENIOR

Senior candidates must submit this month's complete production project—the Junior Test letter, which appears at the top of the page, *and* the data that is given in rough-draft form alongside—the enclosure. Plain copy may be used for both parts of this test—or a letterhead form for your letter to Mr. Graff if you prefer. Watch placement and spacing, and note that there is a wrong indention that has not been corrected in the draft.

You may practice the material until your specimens represent your very best work.



Illustrated by ALICE FISHER

Perhaps the permit held the clue that would clear Mr. Harris.

THE NINE O'CLOCK QUIET

The bell clanged, ibm

Mr. Harris's resigned air upset Sally further.

Sally looked stunned.

She focused the microscope on the word "student,"

(Continued on page 53)

(Continued from page 11)

met, not by the regular motorboat, but by a tiny dinghy. She protested to the skipper that she could never make it into the dinghy dressed as she was, but he insisted, "Just step right in the middle." Seconds later he was fishing her out of the bay. After Marion was outfitted in Mrs. Mantz's clothes (also size 12), the Filipino cook warned, "Missee Johnson, next time wear bathing suit."

So far there has been no underwater dictation, but sometimes Mantz dictates on the airfield—with engine runups making a terrific din. Too, she has taken notes at one of the motion-picture studios where Mantz directed the Air Force boys in their flight sequences for the forthcoming James Stewart-June Allyson picture, "Strategic Air Command."

Marion is probably the only secretary to have taken notes while sitting on dry ice. This happened during the filming of "Rhubarb," in which Paul was supposed to sprinkle dry ice from his airplane in an effort to rain out a baseball game. Naturally, the ice keg was well wrapped—Marion certainly isn't quite that indestructible!

In the office Paul Mantz is a restless dictator. He paces the floor, trails off into an amusing story, or takes a spray bomb after a fly. Sometimes he stops to reminisce over one of the pictures lining the walls: a veritable "Who's Who in Aviation," with Doolittle, Rickenbacker, Lindbergh, Wiley Post, Amelia Earhart—all the old-time fliers and their historic airplanes. In addition, there are photos of the many Hollywood greats, from Ann Harding to Bob Hope, who have worked in the same pictures as Mantz in the last 25 years. Marion knows there are 209 such pictures in the office, for she took them all down and washed them once. (She hopes it will continue to be once.)

MARION'S JOB is strictly nonroutine. The telephone, for instance, is full of surprises, day *and* night. The office's night listing is Marion's home phone. Fortunately, her husband is aviation-minded, too, and isn't perturbed by two-o'clock phone calls. Recently, a band leader called—he thought it would be fun to fly to Las Vegas for some night-clubbing of his own after he was through entertaining the customers in Hollywood. So Marion called the mechanic to check out the airplane. Then she phoned the chief pilot, wiry Stan Reaver, who neither smokes nor drinks and would feel much more at home in church than in a gambling casino. Stan flew the music maker and five buddies to the Nevada resort, kept a wary eye on them, and brought them home a few hours later.

Once, when Marion picked up the phone, a familiar voice asked, "How long does it take Paul to fly to Reno?" Then, "Can he take off in twenty minutes?" It was a well-known star who had to get back to Reno before midnight so that there would be no break in his legal residence required for divorce.

Under these circumstances, many a secretary would regard her telephone as a little monster, but not Marion. She realizes that Mantz sells service right from the first phone call. "Besides, many of the calls are downright exciting," she explains. Marion has helped more than one famous couple slip away to Las Vegas to say "I do." The fact that Marion never reveals secrets such as this is appreciated and brings Mantz more customers.

WHEN ANY BIG NEWS BREAKS, Marion Johnson is one of the first to know, for press and TV photographers want to get quick transportation to the scene, or even aerial shots. The destructive earthquake at Tehachapi, California, in 1951 was one such case.

Her strangest involvement with the news concerned flying saucers. Her day started with a 5:00 a.m. call from the boss saying the weather report sounded favorable for trying a new speed record to Mexico City. Marion called Washington, D.C., to get clearances that would make his record official if Paul's red-and-white P-51 set a new mark. But the same day rumors were rampant that flying saucers were sighted over Mexico—that one had landed with a man from outer space, a strange creature who was said to be no more than two feet tall.

Marion's phone went mad. "Did Paul go to see the saucer?" "Is he going to bring back the little man?" Even sober reporters needled her to tell the truth now that the story had leaked out anyway. Paul set a new speed mark to Mexico City that day, but for once he was overshadowed by another flier—a man only two feet tall, and imaginary, at that.

Emergencies are Marion's daily fare. A Los Angeles specialist must be rushed to a sick little girl in a small town; the forestry service calls for crews to fight a fire suddenly out of control; a cancer victim yearns to spend his last Christmas back home. (Paul's seven-passenger Lockheed "Model 12" can be converted very quickly into an ambulance plane.) So Marion's phone tells of heartbreak as well as gaiety.

NO MATTER WHAT THE SITUATION, Marion has proved herself as indispensable to Paul Mantz in the office as a pair of wings in the air. Wherever he goes, Mantz tells people, "Just call Marion; she'll take care of everything." And he isn't exaggerating too much. It has included helping arrange his daughter's wedding reception, meeting the Chief of the Mexican Air Force when he arrived in Los Angeles, and readying Mantz's beach cottage for the visit of Lowell Thomas—and his broadcasting and teletype equipment.

In spite of the pressures, the minor panics, and the strange paraphernalia that go with her job, she wouldn't trade it for anything. To Marion Johnson, being secretary to a top-notch flier is "just out of this world."

FEBRUARY COMPETENT TYPIST TEST

To compute speed, note the number indicated at the end of the last line you copied completely and add 1 for each additional 5 strokes typed. To get gross speed, divide total by number of minutes; or, to get net speed, subtract 10 for each error before dividing by number of minutes.

Years ago, while lying in the green fields, I liked to watch the birds as they soared across my patch of sunny sky. How I envied them! Not the song birds or the jays or the owls, but the eagles that remained seemingly motionless high above me.

I was a child then, and aircraft were in the experimental stage. I avidly read of the possibilities of men flying and dreamed that some day I, too, might look down to watch the world below. Through the years, I maintained an interest in aviation and saw little ships take on size and airfields and airlines become established and accepted by the world.

I seldom voiced my enthusiasm for flying after overhearing a couple of young fellows belittling my zeal and wondering why an old gaffer like me wanted to fly. I did not know the answer to that myself, but I had a longing to try it just once.

Then my big chance came. A pilot friend offered to take me for a ride. What a lark that promised to be! A short drive took us out to a small airfield near the blue Pacific. I was as excited as a schoolboy when the circus elephants come to town, and I could hardly wait for the invitation to climb in. My pilot adjusted the safety belt, gave the propeller a whirl, and we panted down the runway. At the corner he slowed down and turned completely around, a safety measure he told me; then we ran along the gravel runway and slowly rose into the air.

We climbed to a thousand feet and higher. I could have shouted for joy; it was the most exciting experience of my life. We appeared to be standing still while some giant hand slowly cranked the earth beneath us. I saw the waves, with the whitecaps lapping at the feet of children at play in the cove but dashing themselves in mad fury at the rocky coast farther on. Wide streets became gray ribbons, and the houses showed as matchboxes within which the pleasures and worries of family groups were daily being enacted. We seemed far removed from the workaday world, from the petty lives of mortals.

We hit an air pocket, and the plane suddenly dropped. It did not bother the pilot, and I was too drunk with the magnitude of this new experience to care what came next. We banked and dipped, dived and saluted with one wing and then with the other. The parks and schools and housing projects and military barracks and business section of a great city slid silently past us. We heard only the drone of the engine; but it was grand to be beyond the strife and turmoil of the world, up where a man could really find himself and feel the freedom.

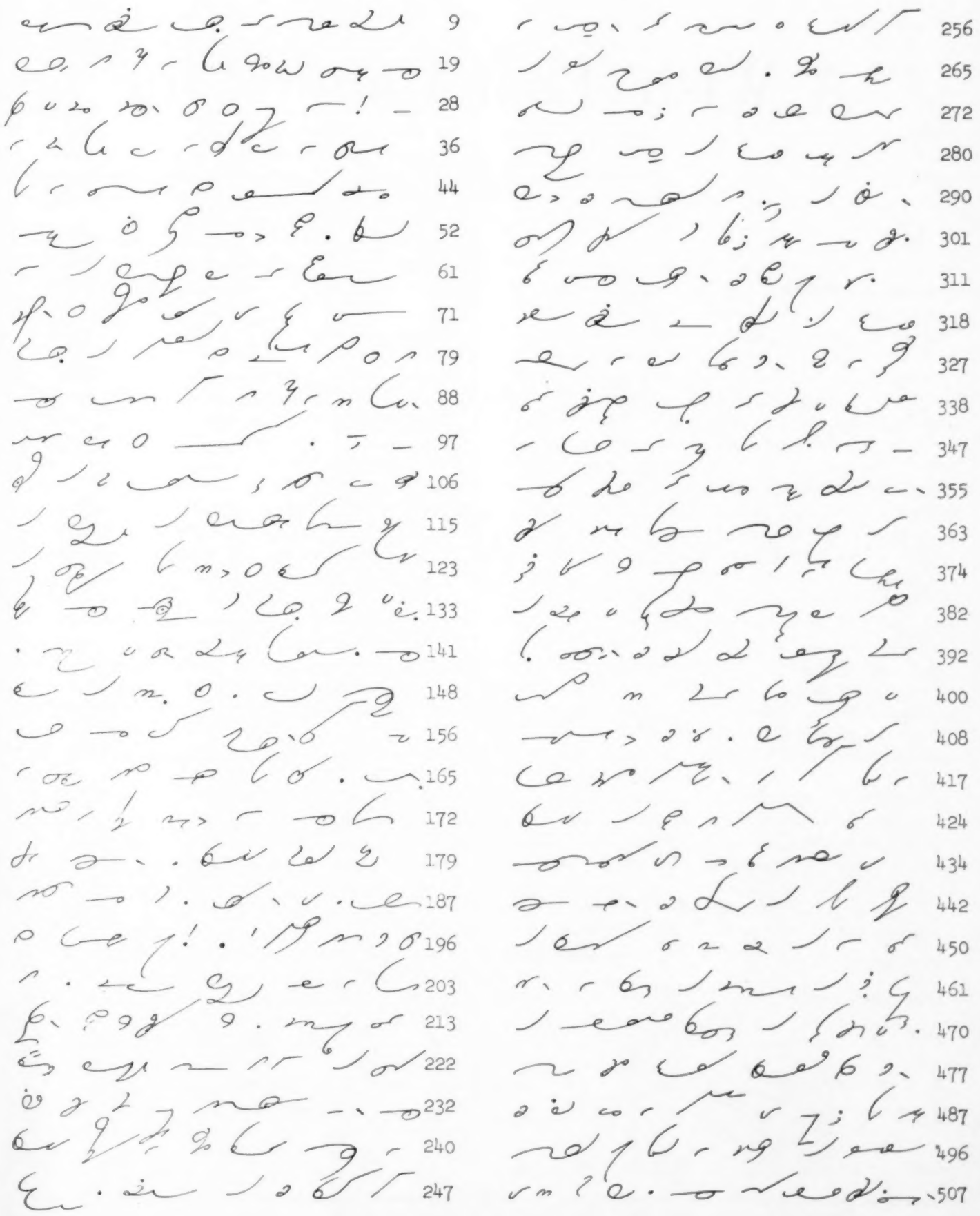
The plane turned, and the circuit was finished. A few minutes later, we were once again two little humans as we walked back to the car. I thanked my host, knowing that he could never understand the emotions his kindness had stirred within me. Still in my rosy cloud, I was again dreaming my boyhood's dreams of power—a good ship beneath me, using my skill and cunning against the forces of the air. True, I am now too old to take up flying; but nothing can take away from the joy and exhilaration of my first plane ride.

(If necessary, repeat from the beginning to complete a ten-minute test.)

Written especially for Gregg Awards candidates by Lydia Whitman

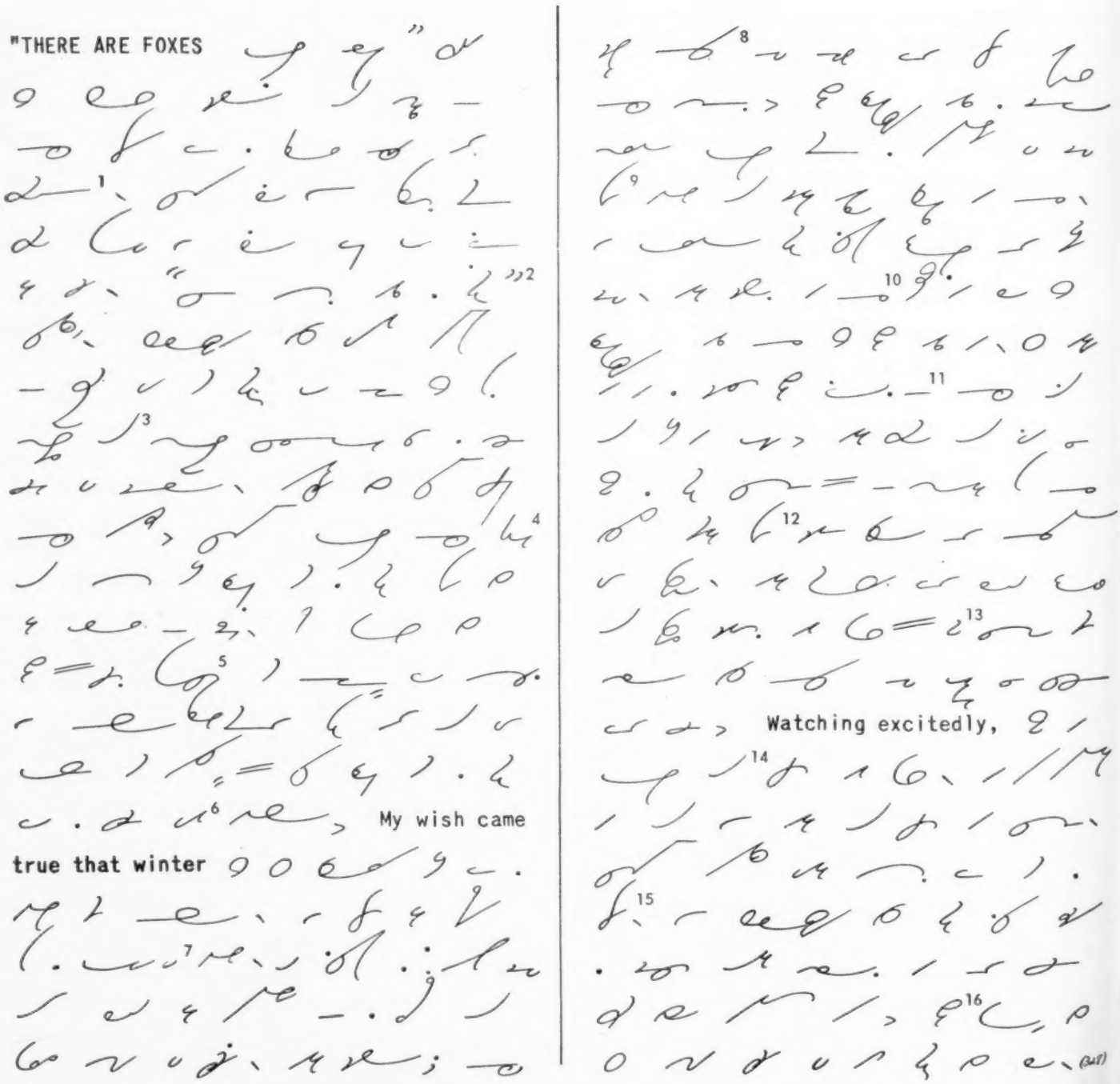
TRANSCRIBING SPEED PRACTICE

The material below is the same as the C.T. Test across the page, and it is provided so that you can test and compare your speeds of typing from print and from shorthand. Compute your rate on this word-counted material in the same way you do when typing the C.T.



A Wish That Came True

BY ELSIE LEFFINGWELL



How fast can *you* read shorthand? You can probably *speed* through this page, which is based on Chapters One through Three of the Manual. This material is counted in groups of twenty "standard" words each, so that you can estimate your reading speed.

YOU CAN BE SMARTER IF YOU THINK

(Continued from page 15)

books in each of the broad fields of learning; for example, history, art, music, the sciences, philosophy, and religion. There are many fascinating books on these subjects. For instance, to learn more about the history of our country, you can read the thrilling historical novels or biographies of some of our most famous people. You will not only have an exciting time, but you will also gain an excellent insight into both the past and the present. It's important, therefore, to ask the advice of someone who can help you select the best books—a parent, a teacher, or a librarian.

ONCE YOU HAVE A GOOD LIST of interesting books, plan a reasonable reading program for yourself. Don't be too ambitious at first. Even a half-hour of reading a day is good if you stick to it faithfully.

After you have sampled several fields of knowledge, you will want to read more about one or two subjects that really interest you. Our store of knowledge today is so vast that no one can learn all about everything, but you can easily become an expert in one field.

Books have stiff competition today from the many other forms of communication that demand our attention. The average American spends an estimated one-third of his reading time on newspapers and magazines. Both are good, but there is a crying need for discrimination—selecting the worth-while and foregoing the trivial.

This is far from easy. Editors are highly skilled in the art of snagging our attention and luring us on. You need to use plenty of will power. We are literally deluged by magazines of all sorts and would perhaps do well to steer clear of those that don't have anything worth-while to offer. If you rate anywhere near "average," you probably ought to devote less rather than more time to magazines and newspapers.

RADIO AND TELEVISION are two even more demanding mediums. They require extra effort at being selective because it's harder to tell whether a program will be worth while. Through the marvels of electronics your home is invaded, and the only thing between you and endless trivia is a twist of the knob. Unfortunately, radio and television programs are frequently aimed at the widest possible audience, and this lessens their value. If you don't pick your programs carefully in advance—in other words, if you're the "let's leave it on and see what's next" type—you are apt to be easily lured into accepting mediocrity.

Radio and television have many excellent programs. A recent magazine listed over seventy regularly scheduled programs that have educational value, many of them with top audience ratings. In addition, you can frequently find the best in classical music on radio. You are no doubt "choosey" when it comes to spending money. Do you insist on a bargain or at least your money's worth when it comes to spending your time? You should—if you want to get the most out of life.

Of course, another good way to develop a keen mind is to associate with people who are mentally alert. If you always hide away with a book, you will waste as much effort as a beginning swimmer. If you can, attend lecture and discussion groups where you can meet stimulating people. Many schools and colleges and many libraries, museums, and art galleries have special adult courses. Get out and discuss your ideas so that you can learn from others. A thinking person doesn't always believe the same thing today that he did yesterday. Keep your mind open for new ideas.

Perhaps the best and most enjoyable method of broadening your knowledge is to travel. This may not be so easy on the pocketbook, but many people do take travel vacations, even secretaries. In fact, the secretary on a budget can often see more, have more fun, and learn more about how people actually live, than the boss can who travels first class.

Most of us are within reach of great natural wonders, historic sites, or people who have different ways of living. But it isn't enough to visit these places. Before you start out, learn something about what to look for, so that you'll get the most from your trip. You'll know what to see and what to do, and you'll have an exciting time worth talking about when you return to the office.

IF YOU ARE INTERESTED in things and in people, you can't help but develop a keener mind. Talk with people, get to know their interests. You can learn from everyone you meet. And, the more subjects you can talk about intelligently and the wider your interests, the more friends you will make and the richer your life will be. And, when Mr. Boss finds out that you are interested in his pet subjects, the more he will value and respect you.

A Harvard professor once estimated that the average person uses only ten per cent of his mental capacity. Your brain power is like water power—it's always there. The only waste is in not using it. Why not begin today to harness the tremendous power of your mind. And, by the way, just for the fun of it (and not for $5,000!), who did write *The Red Badge of Courage?*

BEAUTY BUYS

Houbigant Lotion-Whip is a whipped cream for hand care packaged in an aerosol can. Just press the button, and you have a wonderful Chantilly-scented cream that softens and soothes. It also leaves a protective film to guard against detergents, soaps, cold weather. Contains more than 180 applications; $1.25, plus tax.

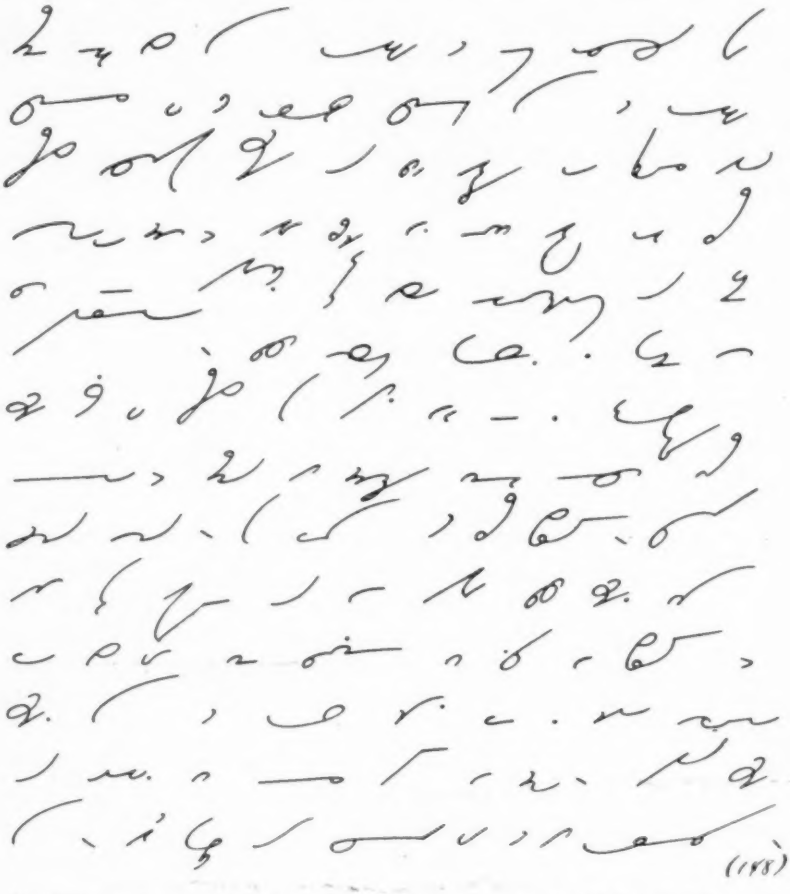
Also in the interest of pretty hands are Playtex Living Gloves. A far cry from the old rubber gloves, these come in pastel lemon, apricot, or heavenly blue and have a soft fabric lining that makes them easy to pull on or off and coaxes your own skin oils to do a natural lubricating job. Textured fingers make gloves easy to work in—whether cutting onions or washing your best crystal. $1.39.

Pin-It, a new Procter & Gamble pin-curl permanent, is designed for the girl who wants soft waves rather than tight curls. Pin-It is self neutralizing—just set your hair in pin curls, apply lotion as directed, rinse with water, and let dry. That's all you do. Small curlers included for neckline curls. Lotion contains no ammonia, has no unpleasant odor. $1.50, plus tax.

Contest Copy

For full particulars about entering the 1954-55 OGA Contest, see the announcement in the December issue of TODAY'S SECRETARY. This Contest copy, which is to be used by all contestants—whether students, teachers, stenographers, or reporters—is being repeated here for your convenience.

All specimens written from this copy will automatically be entered in the Contest. If you wish your notes considered for OGA Membership also, address them to the Membership Examiner instead of to the Contest Committee. Candidates wishing to apply for Membership only, should use the February test copy on page 38.



(178)

The Contest closes on March 1 (papers from outside the United States will be accepted up to March 15), and all entries must be in our hands on or before that date.

YOU CAN MAKE QUICK WORK OF COPYING

(Continued from page 17)

others are designed especially for researchers; they can be used to copy bound books or magazines. In fact, there's a special copying machine for almost every need. The machine you would finally choose would depend on the use you have in mind for it, including the number of copies you will usually want.

Most of the machines shown here are primarily intended for general office use, and for smaller forms, from check size to legal size. Larger machines are available to copy larger-sized material, such as a standard-sized newspaper page. Most of the manufacturers make copying machines in various models for various uses. Two floor models will enlarge or reduce the size of the material being copied.

The economy of copying machines will appeal to your boss. Their clean, easy, timesaving operation will appeal to you.

Best of all, for many secretaries, the copying machine will remove the suspense from the last half-hour of the day. It simply won't be necessary to work overtime on lengthy, last-minute copying jobs. The copying machine guarantees that you can leave with the other people in the office to catch up on the day's gossip.

OFFICE SHOPPING CENTER

Weekly Planning Guide. A modern desk-calendar with a page for every day, plus a planning guide for every week. Important reminders are classified and separated from scribble-notes. The day's time schedule is always before you for

easy reference and is separated from other memos. The week-in-sight planning guide helps you organize your work, engagements, plans, and assignments. Planning Guide in loose-leaf ring binder with simulated leather cover, $3.95. Wilson Memindex Co., Dept. TS-2, Rochester 21, New York.

"12 in 1" Stamp. New multi-purpose rubber stamp contains twelve of the most-used mailing and banking phrases on one stamp. Saves desk space, money, and

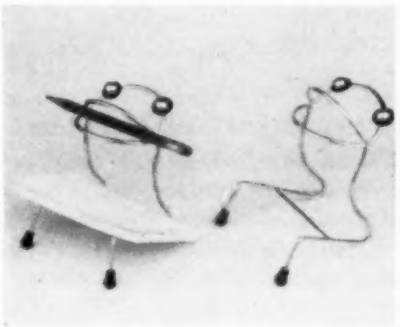
time. Easy-to-use key clicks wanted stamp into position. Well constructed for trouble-free use. Over-all dimensions are 2½ inches by 3 inches. Only $1.95, postpaid. Write Douglas M. Homs & Company, Dept. TS-2, 165 O'Farrell Street, San Francisco 2, California.

Giant Paper Clip is a big 4½ inches wide, 6¼ inches high. It's handsomely brass plated and comes in an elegant gift box. Big enough to hold all the papers,

bills, and letters you receive in a week, it also doubles as a paperweight. A truly different valentine idea! Just $1, postpaid, from Pinesbridge Studios, Dept. TS-2, Ossining, New York.

Free Booklet. Tauber Plastics, Inc., is now offering a booklet that shows how every office can bind its own catalogs, presentations, booklets, etc., in colorful plastics for approximately 1 cent a book. The free booklet contains four Tauber Tubes, two in the binding and two extra that can be removed for you to try out. For your free copy, write Tauber Plastics, Inc., 200 Hudson St., Dept. BK-TS, New York 13, New York.

Friendly Frog Holder keeps pencil and paper (or pen and notebook) always handy on your desk. It's an amusing and delightful answer to the old problem of how to keep these important items at your finger tips. This fellow might also



make a cute valentine for someone to whom you wish to say, "When you say 'Frog', I jump!" Of course, they may not get the idea unless you write it out. Made of solid, nontarnish brass, Mr. Frog is only $1.50. From Lee Roswell, Dept. TS-1, Box 1250, Grand Central Station, New York 17.

Smart new desk basket and wastebasket are made of Baret Ware, imported from England. Like all Baret Ware, they have the look of fine lacquered wood but are actually made of durable metal. China Garden design in gleaming gold on black

lends a sunny touch to office decor. Desk basket is 7½ by 4½ inches across, and 5½ inches high. Wastebasket is 8½ inches wide, 8½ inches deep, and 11 inches high. Desk basket is $2.98, wastebasket is $4.98; both postpaid from Mrs. Dorothy Damar, 809 Damar Building, Newark 5, N. J.

The Liberty Copyholder puts all copy in full view, at correct angle for easy, efficient typing.

Designed so it will hold even a heavy book *without tipping*. Made of heavy-gauge steel with soft grey finish. Size, 7" wide, 9½" high, 5" base. So low in cost . . . you can afford one for every typist.

ORDER NOW by mail if not available from your stationer.

BANKERS BOX COMPANY
Makers of Liberty Record Storage Products
720 S. Dearborn Street • Chicago 5, Illinois

(Key to Words teasers on page 21)

SUPPLY THE MISSING LETTERS

1. o; 2. a; 3. a; 4. s; 5. e; 6. a; 7. i; 8. o; 9. w; 10. i.

ABBREVIATIONS

1. agt.; 2. mlle.; 3. bbls.; 4. sq. in.; 5. U. S A.; 6. U. S. A.; 7. C. Z.; 8. Dr.; 9. Ph. D.; 10. A. B. or B. A.

IMPROVE THESE SENTENCES

1. To succeed as a secretary, one requires many skills. 2. Entering the office, I was astonished at the disorder. 3. While I was traveling in Europe, the weather was good. 4. When I was in the fourth grade, my teacher aroused my interest in biology. 5. Once she became relaxed, her shorthand was well written. 6. He was well prepared in mathematics; this enabled him to pass the examination. 7. He lectured on "Things Learned as a Traveler." 8. After we have sung "The Star-Spangled Banner," Professor Freeman will deliver the address. 9. As I was talking to our supervisor, she pointed out several errors in my work. 10. Following her advice, I improved rapidly.

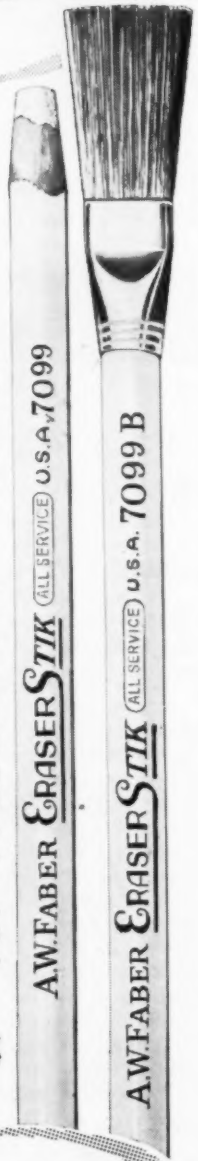
MAKING NOUNS

1. compulsion; 2. refusal; 3. government; 4. annoyance; 5. unity; 6. denunciation; 7. clothing; 8. devotion; 9. expenditure; 10. laborer.

HIDDEN ANIMALS

1. *cat*astrophe; 2. *dog*ma; 3. *cow*ard; 4. a*mule*t; 5. *horse*radish; 6. *duck*; 7. *hence*; 8. *pig*skin; 9. *sheep*skin; 10. *goat*ee.

"Never heard of A.W.FABER ERASERSTIKS!"



That's right—this Victorian lady, laboriously pounding out a letter on a side-action Oliver machine, never heard of EraserStiks. They weren't invented in her day.

But today's modern Secretary and Typist is as devoted to her EraserStik as she is to her favorite make-up. Because she knows that this white-polished, pencil-shaped, wood-cased beauty makes erasing a breeze. A quick flick and the error has vanished, leaving no tell-tale ghosts.

Save yourself criticism. Turn out beautiful letters with the help of EraserStik. Get a few today.

*For best performance expose rubber point about 3/16".

A.W.FABER-CASTELL
PENCIL CO., INC. NEWARK 3, N. J.

THE BOSS WANTS TO KNOW

(Continued from page 27)

There is also a listing called **The Locater.** This lists alphabetically all the names that appear in the social register of any city and indicates the particular city social register in which the name can be found.

Dictionary of American Biography, Scribner, New York. An outstanding collection of biographies of noteworthy Americans, arranged in dictionary form. Does not include living persons.

The Directory of Directors, The Directory, New York. Contains the names of the directors of most corporations, with the dates of the directors' meetings.

Poor's Register of Directors and Executives in the U.S. and Canada, Standard and Poor Corporation, New York. Contains biographies of directors and chief executives of leading U.S. firms.

Professional and Trade Directories

Separate statewide and nationwide directories are available for many industries, trades, and professions. In addition to the alphabetically arranged list of names and addresses, important data concerning the individual or firm is listed. Many of these are available in public libraries. Here are a few examples:

Thomas' Register of American Manufacturers, Thomas Publishing Company, New York. Lists every product manufactured in U.S. and the manufacturers of each product. Also contains alphabetical listing of leading manufacturers, their executives, and capital. In five volumes.

Thomas' Wholesale Grocery and Kindred Trades Register, Thomas Publishing Company, New York. Lists wholesale grocers, chain-store buying headquarters, food brokers, and food manufacturers. Also has listing classified by products.

Who's Who in Commerce and Industry, The A. N. Marquis Company, Chicago. Similar to *Who's Who in America* but concerns businessmen. There are other Who's Who books for various localities and for various trades or professions (engineering, education, etc.).

American Medical Directory, The American Medical Association, Chicago.

Directory of Medical Specialists, The A. N. Marquis Company, Chicago.

Ayer's Directory of Newspapers and Periodicals, N. W. Ayer & Son, Philadelphia.

Financial Services

1. Credit rating directories: **Dun and Bradstreet,** New York, publish confidential directories with impartial and analytical financial and credit reporting of business houses throughout the country, classified by city and state. These directories are available by subscription only, and must be returned when the subscription expires. They are not available in public libraries. Dun & Bradstreet also publishes a list of business histories and biographies.

2. Moody's Investor's Service, New York. An authoritative source of financial and statistical information on industrial corporations of all kinds in the United States and Canada. It publishes a weekly review of financial conditions and a monthly analysis of business conditions. The annual number includes a bulletin of ratings, called **Moody's Analysis of Investments.**

The Commerce Yearbook, Superintendent of Documents, U.S. Government Printing Office, Washington. This is a valuable and authoritative work giving statistics on many phases of foreign and domestic commerce. It also contains information on population, agriculture, and other censuses; on coastal and geodetic surveys; and on inland waterway transportation and air navigation.

OTHER HELPFUL REFERENCE BOOKS

Almanacs

1. **The World Almanac,** New York World-Telegram and the Sun, New York. An extremely useful office reference book that is published annually. Available at newsstands early each year. It contains the answers to a wide variety of questions. Its great scope and usefulness can be appreciated only after you have looked it over. Well-indexed for the variety of subjects covered; accurate and concise; and contains sources of information, which is important when further research is necessary.

2. **Information Please Almanac,** The Macmillan Company, New York. Originated in 1947 by the New York Herald-Tribune. Contains important facts on a wide range of subjects and has an excellent index. Includes a world atlas, crossword puzzle guide, and special features.

A visit to your local library will help you decide which of these is best suited to your needs.

Government Publications

The Congressional Directory, Superintendent of Documents, U.S. Government Printing Office, Washington. Business organizations and individuals frequently call on members of Congress for information or assistance. For this reason *The Congressional Directory* is useful. It contains brief biographical sketches of the members of Congress and describes the work of the various branches of government, lists the sessions of Congress, and other miscellaneous information relating to the members of the House of Representatives and the Senate.

Government Printing Office Publications. The national and state governments spend millions each year compiling material useful to their citizens. An invaluable source of information is the Government Printing Office at Washington, D.C. From them you may secure what governmental information has been printed on the matter under inquiry. Their pamphlets cover a wide range of topics—from typewriter care to administrative procedures.

Encyclopedias

Encyclopedias are the most inclusive sources of information. They are sets of books containing information on all subjects arranged in alphabetical order. The articles are written by specialists on the particular subject.

While the articles in the encyclopedias may be considered brief, further research is possible, because the important articles carry reference notes to books for additional information.

Some of these authoritative encyclopedias are—

The Encyclopaedia Britannica, the **Encyclopedia Americana,** the **New International Encyclopaedia.** Two others, with authoritative information, but using an interesting style of presentation to appeal to young researchers, are **Compton's Picture Encyclopedia** and the **World Book Encyclopedia.**

THE BOSS WHO DIDN'T REMEMBER

(Continued from page 7)

THERE MAY BE MANY REASONS why Mr. Palmer has suddenly developed a "forgetful streak." It is evident that he's unusually busy trying to run two businesses. It may be that the pressure of both is causing him to forget. Mr. Palmer really needs a Man Friday to check on him but not nag him.

Perhaps he would find a typed list of his appointments, placed on his desk at the beginning of the day, a real help. Important appointments on the list could be underlined in red.

AT TIMES, usually at a luncheon or dinner, Mr. Palmer made appointments Peter didn't know about. He would jot a notation on the back of an envelope and then forget to tell Peter about it. To help overcome this difficulty, Peter prepared a small date book with Mr. Palmer's appointments listed as far ahead as possible. Then, whenever Mr. Palmer returned to the office, Peter asked, "Did you make any appointments that I should add to your calendar?"

Without this reminder, Mr. Palmer might have forgotten to make proper notations in the date book. But after Peter began to ask him about appointments immediately after each meeting, he could recall them while they were still fresh in his mind.

AND WHAT DID PETER DO about getting paid for his extra work for Mr. Palmer? He decided he would be very businesslike. He made out a bill for "services rendered," giving the list of dates worked and the jobs completed. And, since Peter made out all the other checks for Mr. Palmer's signature, he made one out for himself and attached it to the bill for Mr. Palmer's approval.

When Mr. Palmer saw this, he said, "I'm glad you made a check for yourself. I usually pay you in cash for these jobs, but the last few times, I've been short. This is much better."

Often, troubles that loom like mountains in our minds can be brought down to molehill size by applied common sense.

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A.W.FABER

Plastic

TYPE CLEANER

No more hard-to-remove gook on your fingers when you clean your typewriter. New A. W. FABER Plastic Type Cleaner comes in exclusive *individual strips, quick* and *easy* to *apply*. Simple, safe, cleans ink, dirt, grime.

Simply place a strip lengthwise across the type, press firmly, then lift off. Repeat application over entire type area. Discard used strip. Next time use a fresh one.

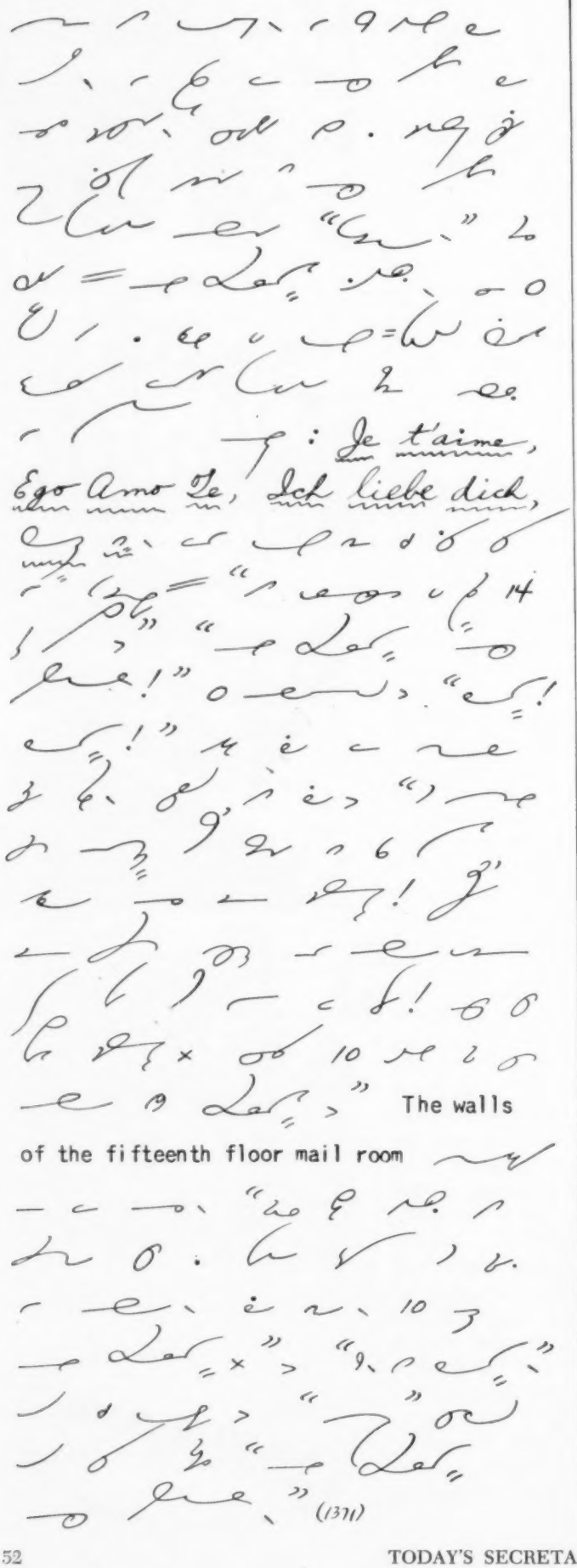
No unpleasant fumes. No messy molding to try to hide the soiled portion of a big gob of a cleaner. 8 strips for 8 cleanings. Modern, economical, saves time and tempers.

Get a box today. Insist on the A.W. FABER brand. Accept no substitute.

A.W. FABER-CASTELL
PENCIL CO., INC. NEWARK 3, N. J.

MISS VALENTINE, MY DARLING

(Continued from page 24)



COMPANY'S COMING!

and you want a jiffy dessert

PERHAPS you've invited the gang to stop over after the show, or you're having a little get-together after work. Here are a few dessert ideas—*different*, fast desserts that look like a small boy's dream, yet fit a working girl's busy schedule.

Set out sherbet glasses on your loveliest tray. Fill the glasses two-thirds full with crushed or shaved ice. (If you're really in a rush, you can pick up some crushed ice at a soda fountain on the way home. But it's a simple matter to slip ice cubes into a plastic vegetable bag and give them a few whacks to make your own crushed ice.)

Then pour chilled Coca-Cola over the ice. Spray one of those ready whips over the top (or use heavy unwhipped cream if you wish the cream to float right into the Coke). Then set a cherry on top and flick chipped chocolate over the whipped cream. Add a short straw and serve with sugar wafers.

For garnish variety next time, use crushed pineapple instead of the cherry and substitute chopped nuts for the chipped chocolate. If you are bent on drama, serve everything—fruit, nuts, chocolate, cherries, and as *much* as will fit on the whipped-cream topping!

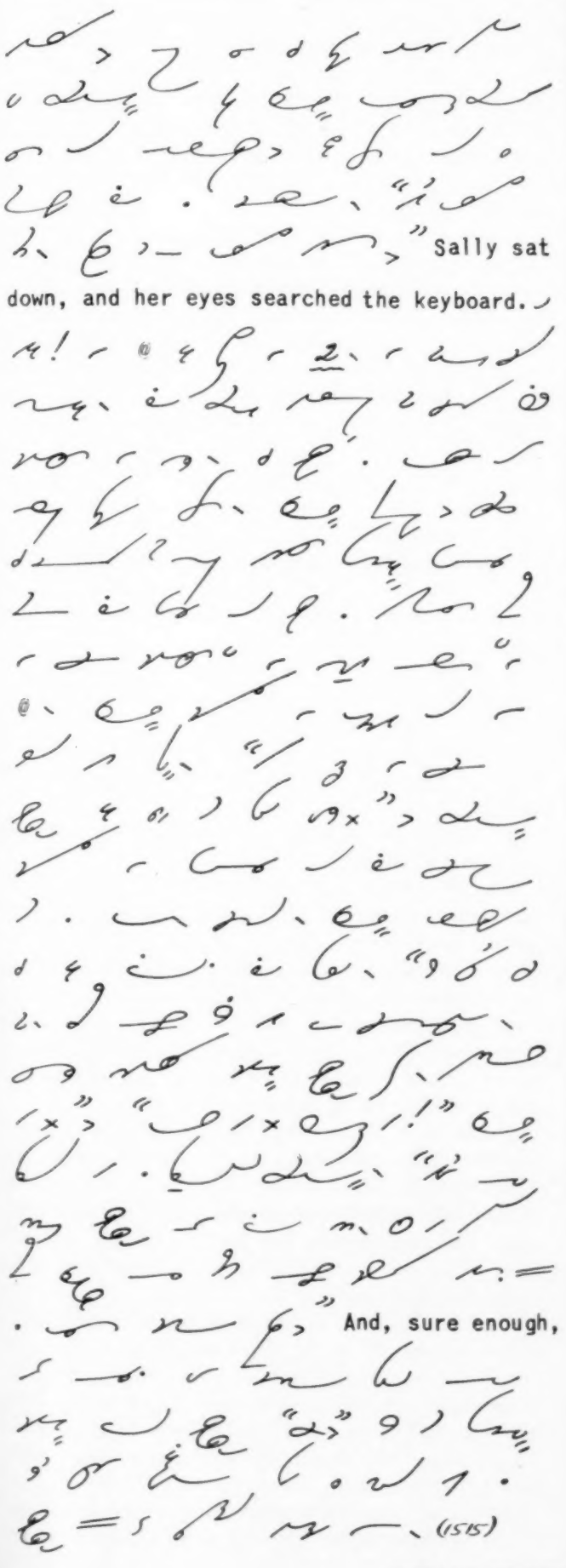
HERE'S ANOTHER IDEA for ingenious entertaining. When you're serving tall glasses of Coca-Cola or other soft drinks, use tall peppermint sticks as stirrers. They add a frosty, minted flavor and give you the reputation of being a hostess with seven-league ideas.

You might fix up an exotic sunburst plate of lady fingers to serve with your drinks. Just separate the lady fingers down the middle, spread with apricot jam, and lay out on a plate in a sunburst pattern. Put a mammoth scoop of whipped cream in the center of the dish so that your guests can dip into the whip if they wish.

Delicious, eye-catching dessert made from Coca-Cola. So no one need be bashful, all the ingredients for "seconds" are set out, too, because everyone wants another round.

THE STOOL PIGEON

(Continued from page 42)



" Sally sat down, and her eyes searched the keyboard.

" And, sure enough,

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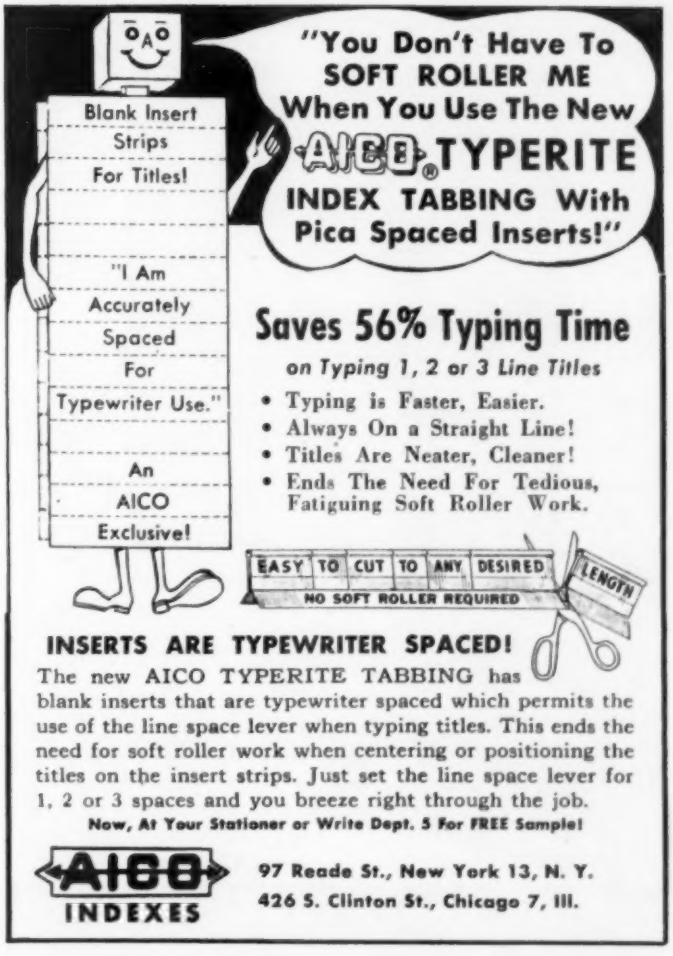

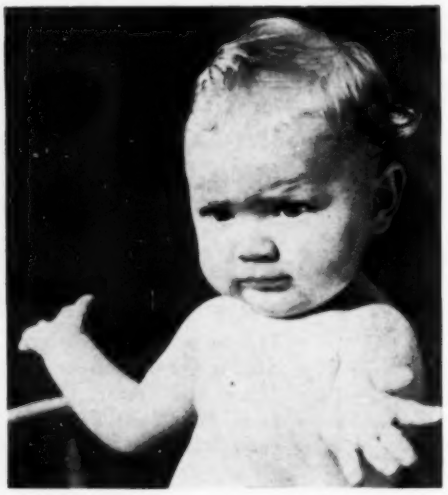

"So I made a mistake . . . shoot me!"

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The Shorthand Corrective Slides are available in either Anniversary or Simplified Gregg. They are 15c each, or $1.50 a dozen. Help yourself to become a better shorthand writer by ordering a Slide today.

GREGG MAGAZINES DEPARTMENT
330 West 42 Street, New York 36, N. Y.

THE OFFICE THIEF

(Continued from page 13)

Services of the General Administration, and Capt. Aubrey Tolson, of the general assignments squad of Washington's metropolitan police. Mr. Millici estimates that approximately 60 per cent of office robberies are the result of carelessness. He adds that this percentage could be trimmed considerably if secretaries and other employees would follow these simple rules:

1. Keep your purse with you whenever possible. This is especially true during lunch hours, air-raid drills, or other times when the office is empty. Otherwise, keep your purse in a desk drawer or locked file case. If you cannot lock it up for safekeeping, place your handbag in a large envelope and hide it in some inconspicuous spot. One girl we know keeps her purse in an old packing box in the top of her closet.

2. Never mention carrying large sums of money.

3. Never hang your coat near a door nor keep valuables in coat pockets.

4. Have handy the phone number of the guard office. If there is no guard office, substitute the elevator's phone number. If there is neither, keep the local police number nearby.

5. Never place valuable rings on wash stands. Put them in your pocket. And, if you have no pockets, you'll be wiser to keep your rings on and to wash carefully than to risk leaving them exposed where they might tempt less honest individuals—or to risk forgetting them.

6. Report any suspicious movements of strangers promptly to the police.

The old adage that we're all slaves of habit contains much truth. Mr. Millici says most women place their purses in the largest drawer or the bottom drawer on the right side of their desks. This is where the experienced sneak thief first looks for purses. Next place he usually looks is in the well of the typewriter. If he finds nothing there, he probably cannot afford to tarry much longer. Nor does he, as a rule, unless he is desperate.

Millici says 75 per cent of the thieving his staff uncovers is performed by persons outside the office. The other 25 per cent are employees within an organization. These workers steal not so much because they are thieves, but because people are careless. They see valuables in plain sight and can't resist the temptation.

Captain Tolson, a thorough-going metropolitan police officer, is more emphatic than Millici that petty—and sometimes not so petty—thefts could be eliminated. "If office workers weren't so careless, we wouldn't have these sneak robberies," Captain Tolson says. "We could cut out daytime office thefts nearly 100 per cent."

Tolson explains that sneak thieves plan their robberies systematically. They pick buildings and even

particular offices and watch the movements of the personnel. Most of them memorize the names of several firms in the building. This is done so that if a would-be thief enters an office and finds someone there, he merely asks if this is the office of So-and-So Company—another firm down the hall. The procedure seldom arouses suspicion.

If the office is empty, he swiftly completes his job.

Tolson admits that it is almost impossible for enforcement agencies to catch office thieves. Unfortunately for secretaries, arrests are too few.

"There will always be robberies," Captain Tolson acknowledges. "But a sneak thief is nothing but an opportunist. He cannot take time to search. If articles are not displayed on desk tops, or left in the usual places such as typewriter wells and right-hand drawers, this type of criminal would soon be out of business."

Statistics bear out one final fact. The next petty-thief victim may well be you. Is there any better reason to be careful?

Was I Embarrassed!

PHYLLIS A. MANNING

I WAS SECRETARY

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GLOSSARY

PAGE 22

elevator
rebellious
timid
dictator
scurrying
considerable
composite
television

PAGE 23

virtue
chambermaid
whisked
thermos
nurtured
miracles
paragraphs
customary
designated
pristine
unopened
category
queried
rustle
opposite
headlong
abandon
temporary
capture
eyebrow
delete
uncurled
disappeared
faceless
identical
flannel
anxious
unison
shampoo
permanent
executive
deference
delegation

PAGE 24

swallowed
aspirins
volunteered
romantic
society
parlors
economy
competitor
rejoined
aromatic
traditionally
associates
quietus
doorway
casually
pronounced
scientific
stubborn
assembly

PAGE 40

principal
accident
whispering
huddles
resignation
posture
recklessly
sympathy

PAGE 41

hospital
supposedly
unlocked
signature
forgery
absence
visitors
emergency
serial
typewriter
pushover
erasures
confidential
shoulders
microscope
assistants
unaccounted
concentrated

PAGE 42

identify
million
private
exhibit
secretarial
publication
clutched
smudge
rummaged
magnifying
focus
quotation
swung
standard
dialed

PAGE 52

handwriting
timeless
postscript
goodness
unconscious
valentines
darling

PAGE 53

unreliable
solution
carriage
summoned
courage
duplicate
bewildered
pigeon

PAGE 55

guidance
avidly
unaware
innocently
hundred